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# LAW ENFORCEMENT SPECIALIST

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Volume 2

*Law Enforcement Operations and programs*

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# Preface

THIS SECOND volume of CDC 81152 deals with Security Police tactics and law enforcement operations. The material we cover will give you basic knowledges, procedures, and techniques of tactical functions and day-to-day duties you perform on the job.

Chapter 1 is about individual and team movement, target detection and engagement, and challenging and identifying situations. In this chapter we also cover search procedures and techniques—to include searches of individuals, vehicles, buildings, and areas.

In Chapter 2 you will study about concepts and principles of law enforcement, law enforcement duties, evidence, interviews, and other general functions associated with your duties.

A glossary of acronyms is included at the end of this volume.

To get an ***immediate response*** to your questions concerning subject matter in this course, call the author at AV 473–253 between 0730 and 1630 (CT), Monday through Friday. Otherwise, write the author at the 3280th Technical Training Group, Lackland AFB, Texas 78236–5000, to point out technical errors you find in the text, Volume Review Exercises, or Course Examination. Sending subject matter questions to ECI slows response time.

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Material in this volume is reviewed annually for technical accuracy, adequacy, and currency. For SKT purposes, the examinee should check the Index of ECI Study Reference Material to determine the correct references to study.

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# Security Police Tactics

RESPONDING TO hostile situations and defending base resources is part of your duties. You must have certain knowledges and skills to protect yourself and others, as well as base resources. As a result, you must understand tactical principles and practice tactical technique so you are always prepared to face hostile activity. In this chapter, we will discuss individual and team movement; target detection and engagement; challenging and identifying; and types of searches.

## 1-1. Individual and Team Movement

In tactical deployment situations, you must act instinctively, since there is a real danger of hostile fire. Your survival depends largely on your ability to execute basic movements alone and as part of a team. In this section, you will learn about cover and concealment; individual movement methods and techniques; and principles and techniques of team movement.

**200. Define cover and concealment and list examples of each.**

**Cover.** Cover is protection from the fire of enemy weapons. It may be natural or artificial. Natural cover (ravines, hollows, reverse slopes) and artificial cover (foxholes, trenches, walls) protect you from flat trajectory fire, and partially protect you from high-angle fire. Even the smallest depression or fold in the ground may provide some cover when you need it badly. As a member of a response force, you should learn how to take advantage of every bit of cover available to protect yourself from enemy fire. In a hostile situation, you must select temporary firing or observation positions and use available cover. Observing and firing around the side of an object, staying low to observe and fire, and selecting a good background when observing over the top of an object are examples of using cover to your advantage.

**Concealment.** Concealment is protection from enemy observation. It, too, may be natural (bushes, grass, shadows) or artificial (burlap, nets, camouflage made from natural materials). Concealment is *not* protection from enemy fire. Do not make the mistake of believing you are protected from enemy fire merely because the enemy can't see you. To conceal yourself, avoid unnecessary movement; movement attracts attention. If you move against a stationary background, you stand out clearly. Try to select a background that blends with your uniform and absorbs the outline of your figure. Shadows also help hide you. Stay low to observe. Present a low silhouette, making it difficult for the enemy to see you. Expose nothing that shines. Reflection of light on a shiny surface instantly attracts attention and can be seen for great distances. Keep off the skyline. Figures on the skyline can be seen from a great distance, even at night, because a dark outline stands out against the lighter sky. Your silhouette makes a good target; avoid it.

**Exercises (200):**

1. Define cover.

2. Define concealment.

3. provide examples for the following:
   a. Natural cover.

   b. Artificial cover.

   c. Natural concealment.

   d. Artificial concealment.

**201. State when and how to use different methods of individual movement and specify night considerations and rules for movement.**

**Individual Movements.** To function effectively under both normal and hostile conditions, each individual must be mobile; that is, must be able to move from one position to another while offering the least exposure by sight or sound. There are several ways of getting from

one place to another when you deploy. Depending on the situation, you may decide to use one or more of the following methods.

***Rush.*** The rush is the fastest way to move on foot. You should rush in short bursts (a maximum of 15 meters).

You normally begin and end in the prone position. First, and perhaps most importantly, pick the best spot to move to. Consider the distance involved, the probability of hostile fire, visibility, amount of cover, and all other tactical principles. Move quickly to the spot you picked, hit the ground, then immediately roll left or right to cover and conceal yourself or to confuse the adversary. When you stop moving, get ready for the next movement technique.

***Crawl.*** You can move best while under observation or hostile fire or in danger of observation or fire by crawling to a preselected location. There are four ways to do this: (1) crawling on hands and knees, (2) high crawl, (3) low crawl, and (4) spider crawl. use the method best suited to the conditions of visibility, cover or concealment available, and the speed needed.

*Crawling on hands and knees.* When very near the objective or adversary, your most effective movement may be crawling on hands and knees. This technique is performed by crawling just as a baby does. Crawl slowly, staying as low as possible, and remain absolutely silent.

*High crawl.* When cover or concealment is available, when speed is required, or when you can't see well, the high crawl technique may be the most effective way to move. To high crawl, move forward by alternately advancing your right elbow and left knee, and then, your left elbow and right knee. Keep the lower part of your body as close to the ground as possible.

*Low crawl.* When cover or concealment is scarce, visibility is good, speed is not essential, or you are receiving hostile fire, the low crawl may be the best movement technique to use. When low crawling, keep your body as flat as possible against the ground. Pull with your arms and push with one leg to move forward. Change pushing leg often to avoid fatigue. Take care not to raise any part of your body during movement.

*Spider crawl.* To hit the ground quickly from an elevated position or to move over an obstacle, use the spider crawl. Using the spider crawl reduces the possibility of injury and reduces your silhouette while going over an object. As you move along the obstacle or structure, keep a low profile. Always land on the balls of your feet, with your legs spread shoulder width, knees flexed. Crouch your body slightly and hug the obstacle until you are ready to move again.

***Roll.*** When you are in the prone position and want to move to the side for a short distance, a rolling movement is the most effective technique to use. Rolling is used to get better cover or to confuse the adversary as to your exact location. Muffle any noise made by your weapon or equipment while moving, since the sound alone could draw fire to pin you down. Don't roll too many times to one side as this can cause you to become disoriented.

**Night considerations.** Although the daylight hours are the most active on an Air Force base, the Security Police are on duty around-the-clock ensuring a stable base environment and protecting resources. But, during periods of low visibility, such as darkness, haze, fog, chemical smoke, etc., the airbase becomes more vulnerable. As a result, additional factors must be considered. The sound of movement, although relatively insignificant in the daytime, may be greatly amplified at night. Unfamiliarity with the terrain, coupled with the loss of vision, will require you to move slowly and deliberately.

Walking at night takes on added emphasis when you are moving toward an object or investigating an incident, since an adversary may shoot through the darkness at unfamiliar sounds or movement.

To walk when extreme quiet is required, make your footing sure and solid by keeping your weight on one foot as each step is taken. Hold your weapon in one hand and extend the other forward, feeling for obstructions. Take short steps to avoid losing your balance.

**Rules for Movement.** The goal of night and day movement is the same, that is, to reach your position safely with a minimum of detection, or better, to be completely undetected.

(1) Prepare yourself and your equipment to facilitate movement by removing all loose objects and tightening your gear.

(2) Move by bounds or short distances.

(3) Avoid the skyline since a dark outline tends to stand out against the lighted sky. Also, void clear areas when possible for the same reason.

(4) ALWAYS select your new position BEFORE you move.

(5) Roll quickly over walls and obstacles. Going over a wall upright or by jumping attracts attention and makes you a much larger target.

(6) Do not move unless you must. Movement is the quickest method to reveal your position.

(7) Take advantage of background noise to conceal your movement. If necessary, create a diversion to draw attention away from your movement.

(8) Upon reaching a new position, remain there alert and listening. Observe briefly to see if your movement alarmed animals. A barking dog will alert your adversary that something is happening.

(9) Move across roads where there is the most cover and concealment. Look for culverts, low spots, curves, parked vehicles, trash cans, bushes, trees, etc.

(10) Avoid steep slopes, areas of loose stones, ridges, or rooflines.

(11) Whenever you are moving, be it day or night, you must make your movements as quietly and as inconspicuously as possible. Silence is part of concealing your movement.

**Exercises (201):**

1. What is the rushing technique of movement?

2. List the four recommended ways of crawling to preselected locations.

3. When are the low and high crawl used?

4. When is an airbase most vulnerable to hostile activity?

5. How should you prepare yourself and your equipment before moving?

**202. Identify the principles of tactical employment when combined with team movement techniques.**

**Team Movements.** The same techniques used for individual movement can be used when you are working as a team. However, when working as a team, you must have a team leader who can direct the movement of members on the team. Movement techniques are used to reduce exposure under hostile conditions. In most cases, a unit moving from one location to another will not find an adversary force at a time and place of their choosing. To offset the advantage of the adversary, you should move with your smallest element leading—a fire team (usually composed of four members) leads a squad or response force. The rest of the unit follows behind the lead fire team and "overwatches" its movement. "Overwatch" means being in position to immediately support the lead fire team by fire and/or maneuver.

NOTE: For figures 1-1 through 1-4:
TL = Team Leader
G = Grenadier
A/W = Assault Weapon
R = Rifleman

***Wedge formation.*** One formation for movement used by the fire team is the wedge. In this formation, the fire team leader is in the lead position with personnel echeloned to the right (heavy right) and left (heavy left) behind the leader, each with an assigned sector of observation to gain all-round security. (See figs. 1-1 and 1-2.) The normal interval between people is about 10 meters but may be less if visibility is poor. Terrain also may dictate temporary modification of the wedge, formation. However, as soon as conditions permit, the wedge is resumed automatically and without command. The position for all but the fire team leader may vary. This simple formation lets the fire team leader lead by example. The fire team leader may give specific orders to a team member(s) if time permits. However, without orders, when the fire team leader moves to the right, members also move to the right; when the team leader fires, team members also fire.

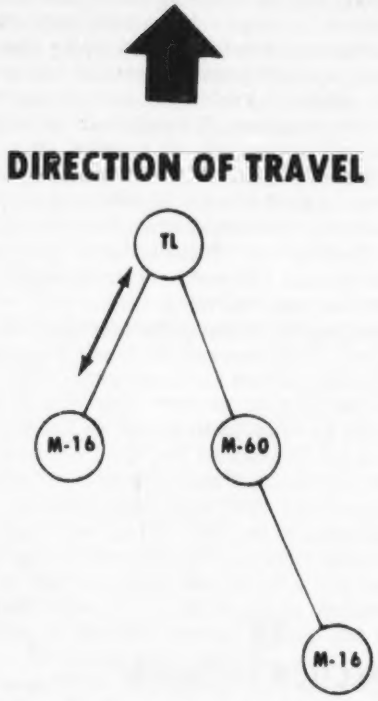



Figure 1-1. Wedge formation (heavy right).

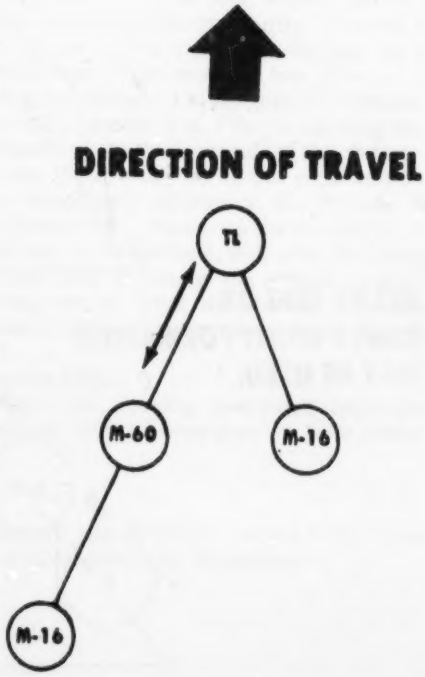



Figure 1-2. Wedge formation (heavy left).

***Traveling.*** Use the traveling technique when speed is important and contact with an adversary is not likely. One fire team follows the other, keeping about 20 meters apart, depending on the terrain. When traveling, the best location for the force leader normally is with the lead fire team to aid navigation, movement, and control.

***Traveling overwatch.*** Use the traveling overwatch technique when chance of hostile contact is possible but not expected. Caution is justified, but speed is desirable. (See fig. 1-3.) This technique gives you more time and distance in which to react if the lead fire team unexpectedly runs into hostile fire.

The trailing fire team(s) drops behind the lead fire team about 50 meters and is prepared to support the lead fire team. If the lead fire team receives fire, the trailing team(s) is far enough to the rear so that it will not be hit by the same hostile fire, yet close enough to fire and/or maneuver in support of the lead fire team.

When using traveling overwatch, the force leader goes where best control can be used in the event of hostile contact. Normally, this is with the trailing fire team(s). This follows the rule of using the fewest people to find the adversary force and enhances the ability to support the lead fire team by fire and to influence the situation. As an exception to the normal location with the trail fire team, the force leader may temporarily accompany the lead fire team when conditions so dictate, such as when limited visibility precludes good control of the force from the trail fire team's position.

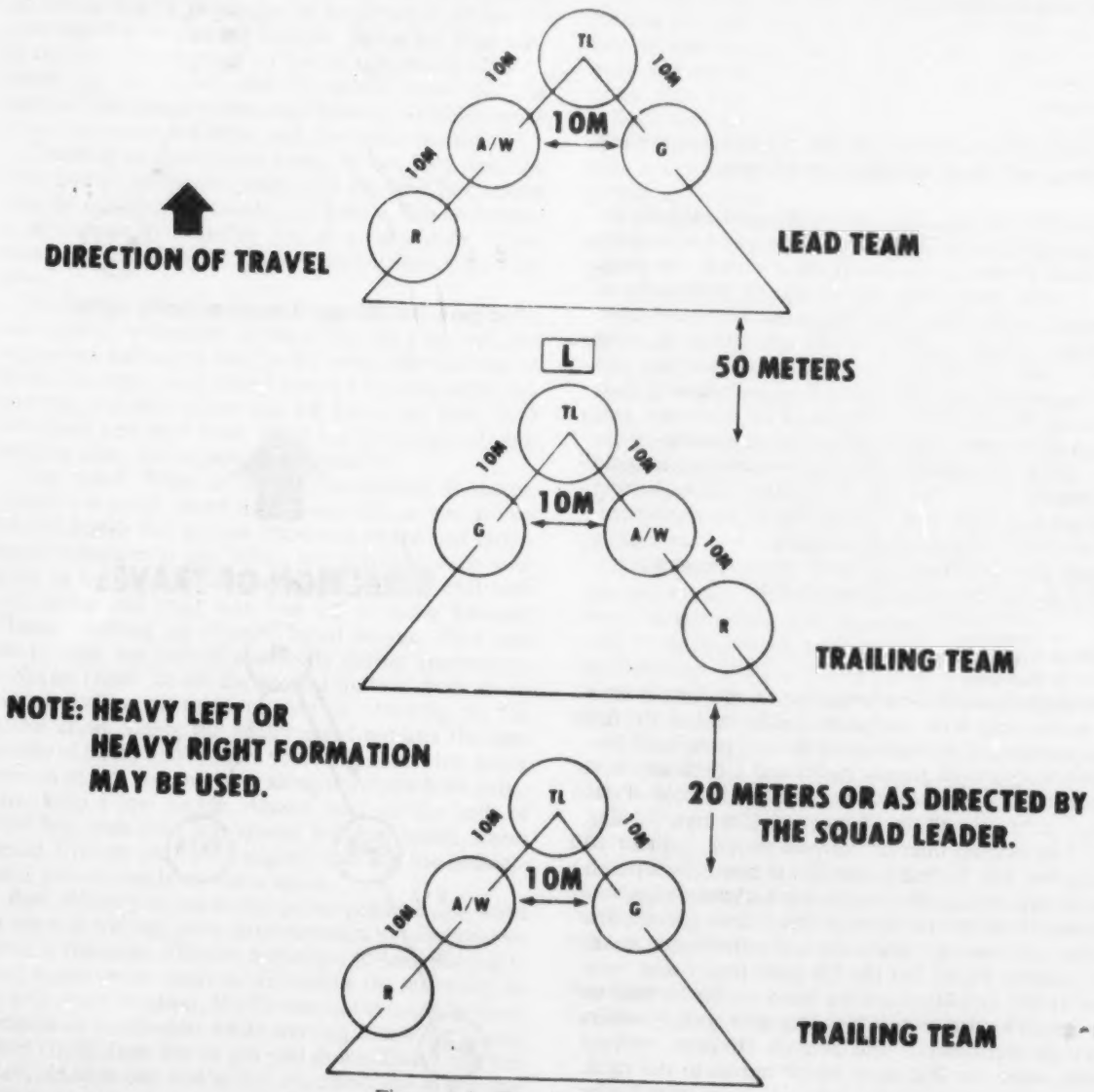



Figure 1-3. Traveling overwatch.

***Bounding overwatch.*** Use bounding overwatch when contact is expected. This is the most deliberate and cautious of the movement techniques. (See fig. 1-4.) The overwatch covers the progress of the bounding fire team from a covered and concealed position. This position offers observation and field of fire against potential hostile positions. The overwatching fire team(s) can immediately support the bounding fire team by fire and/or maneuver, if the bounding fire team makes contact. The bounding fire team moves forward to another position covered by the overwatching fire team(s). The bounding team should not move more than 150 meters forward of the overwatching team. When the bounding fire team reaches the new position, they secure it so that the overwatching fire team(s) can move forward.

The force leader must ensure that the bounding fire team leader knows where the fire team is to move and by which route, what to do when he or she gets there, the location of the force leader, and the overwatch fire team, and how he or she will get his or her next instruction. The overwatch fire team leader(s) must know the route and destination of the bounding fire team. Each member in the overwatch fire team(s) must select positions which give cover, concealment, observation, and a good field of fire.

During movement by bounding overwatch, the force leader must be where best control of forces can be gained. The force leader may change location from one fire team to another. Normally, the force leader will join the overwatching fire team(s) as the bounding fire team passes. When with a bounding fire team, the force leader moves in a position which will not mask its fire, interfere with its movement, or cause its members to shift position as when joining or leaving the fire team. Generally, the force leader will then take a position to the rear and on a flank which facilitates drop off to the fire team(s) being passed. The force leader must ensure issuance of clear and concise orders.

The key to this movement technique is the proper use of terrain. All members in the force must exploit all cover and concealment. The chance of exposure to hostile observation must be avoided.

***Crossing obstacles.*** An obstacle is anything that stops, delays, or diverts movement.

The adversary force prepares obstacles to stop your movement, to slow you down, or to cause you to move into an area which they have selected as a kill zone. If they have selected an area, they will have prepared it so that they can inflict great damage to your force when you move into their "kill zone." They will capitalize on natural obstacles and reinforce them with constructed obstacles. You must understand tactics and techniques to overcome these obstacles and the problems which they will present.

Obstacles normally will be covered by preplanned direct and indirect fires to prevent attacking forces from breaching them. You will seldom be able to prevent the hostile force from knowing that you are going to attempt to breach, but you can deny them the knowledge of where and when the breach will be attempted. If you do, the adversary force will not be able to concentrate their fire on your force.

***Open areas.*** Open areas are avoided whenever possible. When your force approaches an open area, it stops well short and establishes a secure, covered, and concealed position. Predesignated personnel first reconnoiter the area between the force's position and the danger area, then, after determining that that area is clear, proceed carefully across the danger area to reconnoiter the far side. Once the entire area has been declared clear of an adversary force, your force crosses as a unit if the danger area is small, such as a minor trail; or your force crosses as small groups, each covering the other, if the area is large enough to cause more than brief exposure of the entire force.

*Roads, trails.* When crossing a road or trail, it should be crossed at a bend or narrow place in the road or trail. At these points hostile observation of the area is restricted, and the force will be exposed for a short a time as possible. The rear side is reconnoitered, and personnel are positioned to provide flank security at locations where the road or trail can be observed for a great a distance as possible. The security team crosses the road or trail to check the far side and selects a rallying point. Once the area has been declared safe, the remainder of the force crosses rapidly and quietly, reorganizes and moves away from the area.

*Barbed wire.* Wire is relatively easy to breach, but must be covered by fire to be effective. You must suppress the hostile fire, obscure the enemy's field of vision, establish security for your breaching party, and then reduce the obstacle. You must cross barbed wire by going over or under the wire or by cutting it. Once through the wire, you must assault nearby adversary positions and reestablish security to permit the movement of the rest of your forces through the obstacles.

*Walls/logs.* High crawl or low crawl to a position behind the obstacle. On reaching the obstacle, position your body parallel to it. Prior to crossing the obstacle, check what is on the other side of the obstacle by reaching over it and using the butt of your weapon. Feel the area immediately adjacent to the obstacle. When certain there is firm ground, no shaper objects, etc., on the other side of the obstacle, slide over the obstacle, keeping your body as close to the obstacle as possible while moving over it. Once the obstacle has been crossed, resume your previous movement and direction.

**Exercises (202):**

1. When the traveling overwatch technique is employed, what position does the force leader assume?

2. Explain the difference between the traveling and traveling overwatch techniques.

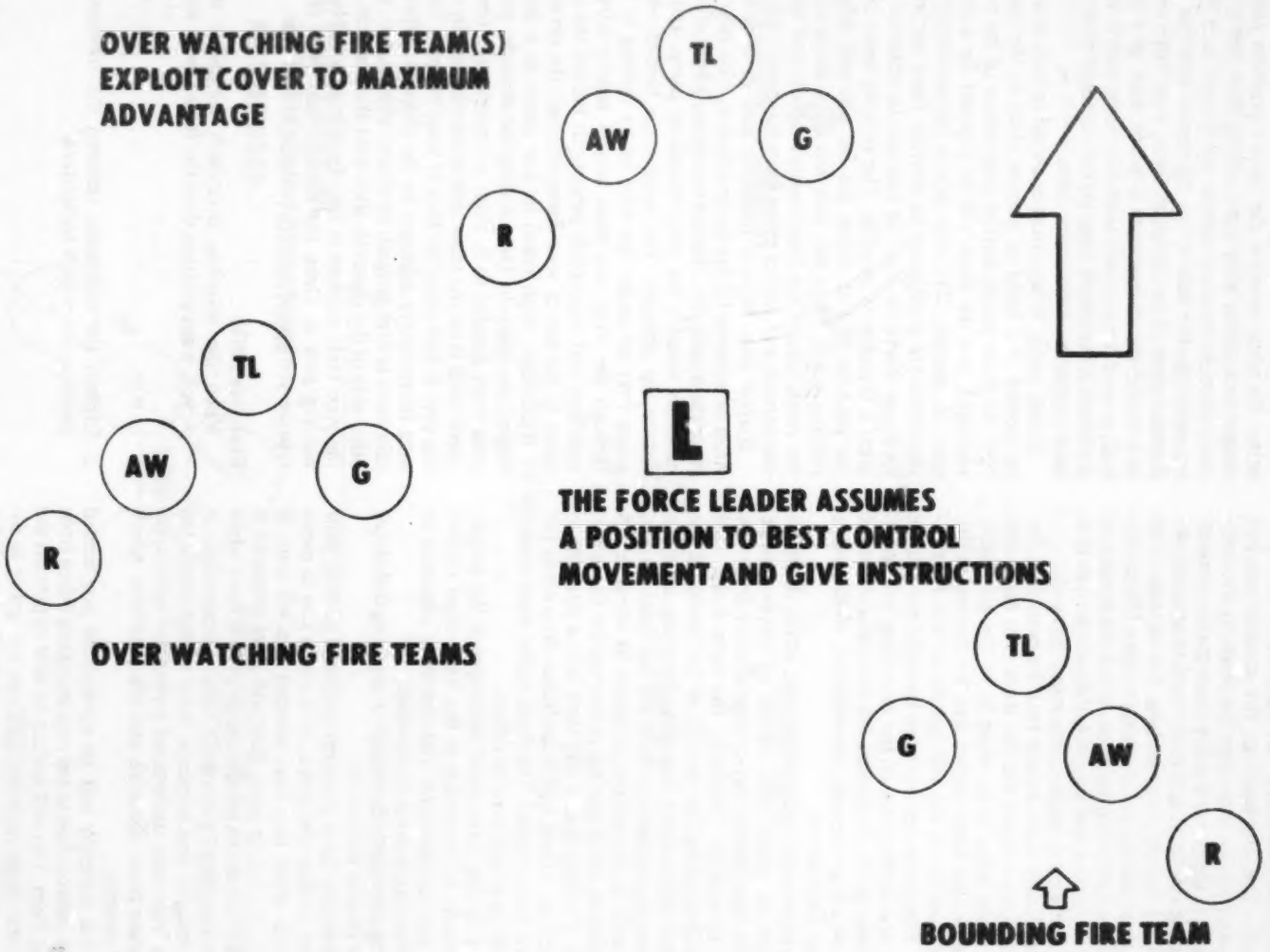



Figure 1-4. Bounding overwatch.

3. When employing the wedge formation, what factors may affect the normal 10-meter interval between team members?

4. Which is the most deliberate and cautious team movement technique?

5. What is the concept adversary forces employ when placing obstacles in front of friendly forces?

### Target Detection and Engagement

To find out where the enemy is, you must not only try to see as best you can but also train yourself to detect sounds and smells. Once you find the enemy, you must know what to do. Keep alert at all times and keep your wits about you. In this section, we'll discuss target detection and engagement, types of targets, determining range, techniques of fire, and night vision.

**203. Identify methods used to detect targets.**

**Target Detection.** There are techniques that you can use to detect targets, both during day or night. Some of these techniques are presented in the following text.

***Day observation.*** It is essential that you know how to search ground and recognize enemy targets in an area during the day. Using a two-step method of observation is best. First, you must systematically search the terrain; then, thoroughly observe and size up suspicious locations.

*First step.* Make a quick, overall search for obvious targets, unnatural colors, outlines, or movements. Start by looking at the center of the area involved from in front of your position to the maximum distance you want to observe. If the area is wide, divide it into sections to the right and left of center.

*Second step.* Cover all areas by searching a 50-meter-wide strip from left to right in front of your position. Continue this with successive strips, each farther out, but overlapping the previous strip. When you see a suspicious spot, stop and observe it thoroughly.

***Night observation.*** There are a number of methods for improving your ability to detect objects or movement at night. These methods range from the proper application of the principles of night vision to the correct use of light amplification and artificial illumination devices. You must remember, in applying the principles of night vision, first to let your eyes become fully accustomed to darkness. This means allowing your eyes to adjust to low-light levels. It takes about one-hour for your eyes to adjust to objects in very dim light.

Night vision is easily lost by exposure to bright light, even for very short periods. You can avoid this buy closing and covering one eye whenever you expect exposure to bright light, for instance, when vehicles with their headlights on approach your post at night. This saves your night vision in one eye while the other eye readapts to the darkness.

Two techniques you can use to detect targets at night are off-center vision and scanning.

*Off-center vision.* To use this technique, focus on the object without looking directly at it. Look slightly to the right or left, or above or below, the object. The average person has best night vision by looking 6 to 10° away from an object. In effect, this is like looking out of the corner of your eye.

*Scanning.* To scan an area at night, move your eyes in short, abrupt, irregular movements over and around the target. Concentrate your attention on the target, but don't look directly at it. Pause for 4 to 10 seconds at each point of observation because your eyes can't see while in motion.

Using light amplification devices, such as the starlight scope and the night observation device (NOD), increases your capability to see at night without revealing your position. The starlight scope operates by gathering all available light, intensifying the image, and then, reproducing it on a small television-type screen inside the scope. The night observation devices range in size from a set of goggles, worn comfortably on the head, to the NODMR (Night Observation Device Medium Range), which is mounted on its own tripod or on some other stationary platform. Although prolonged use of these devices will not cause eye damage, a deterioration in the clarity of the image will become apparent to the user after only a few minutes of viewing. Therefore, when you are using these devices, use them intermittently, slowly scanning your area for movement.

Artificial illumination is used to provide sufficient light for friendly forces to conduct operations at night. Artificial illumination devices include slap flares, trip flares, 81-mm mortar illumination rounds, various 40-mm illumination rounds, aircraft flares, searchlights, and, of course, perimeter lighting.

***Sounds.*** You must learn to identify, evaluate, and react to common battlefield noises and the common sounds in your area of operation. All of these sounds—the snap of a twig, the click of a bolt, the rattle of a canteen, the bark of a dog, and the calls of wild and domestic animals and fowls—are information that may be valuable to you. Train yourself to be patient; it may be necessary to listen in complete silence for long periods. If you are wearing a hood or earflaps, remove them temporarily to listen.

Keep in mind that sounds can be heard better at night because there are fewer noises to interfere and because cooler, damper night air carries sound better.

Remember, also, that sounds can easily reveal your presence to the enemy. Suppress a sneeze by pressing up on your nostril with your fingers. If you start to cough, squeeze your Adam's apple slightly. If you cannot avoid sneezing or coughing, muffle the noise by burying your nose and mouth in your hands or sleeve.

***Smell.*** Smells can help or endanger you. Odors from

gasoline, cooking food, or burning tobacco can warn you of the enemy's presence or alert them of yours. Consequently, you should avoid the use of shaving lotion, deodorant, hair oil, and scented soap. Odors from these may reveal your presence to the enemy.

***Aids in detection.*** There are a number of ways to detect targets if you are alert. The following are just a few of these:

*a.* Dust from moving troops may indicate position and direction of travel.

*b.* Light reflecting from equipment, name tags, shiny objects, etc.

*c.* Smoke (seen or smelled) from a cigarette or fire.

*d.* Improper use of camouflage.

*e.* The shape of objects or irregularities of terrain.

*f.* Sounds of movement.

*g.* Sounds of muzzle flash from a weapon.

**Exercises (203):**

1. What is the two-step method of day observation?

2. What are two techniques you can use to detect targets at night?

3. List at least three artificial illumination devices.

4. List at least three aids in the detection of targets.

**204. Specify the type of target detected and the method used to engage the target in given situations.**

**Types of Targets and Methods of Engagement.** There are six types of targets you may have to fire upon. Each has its tried-and-true method of engagement. Refer to figure 1-5 as you read about each type of target.

***Linear.*** This target is a line of people or vehicles that runs from your left to right or vice versa. These targets are best engaged by traversing fire, starting at the center and moving either left or right to the end of the line, and returning to the other end.

***Linear with depth.*** This is a line of people or vehicles that are at a angle to you, or several rows deep. Traversing fire again is the best method of engagement. You start in the center and move to the closest part of the target; then work your way through the depth of the target.

***Deep.*** This is a target that extends away from you, such as a column of people marching directly toward you or many columns of people marching past you. Again, first you concentrate on the center of the target; then work your way to the closest and then the most distant portion of the target.

***Area.*** An area target is where the exact location of your target is unknown. Traverse the area working from the center, left and right, forward and back. Overlap your beaten zones slightly to ensure full coverage of the area.

***Point.*** The point target is a single target or weapon location engaged by using fixed fire. You fire directly into the point target, surrounding and covering the target with the beaten zone.

***Aerial.*** This is airplanes or helicopters and the most difficult target you can face. Aerial targets must be led so that your projectiles and the target arrive at the same location at the same time. Here, you would most likely encounter helicopters or small airplanes. Unfortunately, you never get to practice against aerial targets on the range. Therefore, you must rely on good estimating if you encounter this type of target.

With most targets, your job is easier if you have two or more people firing on them. When you have help, each individual takes a portion of the target area and covers it thoroughly with his or her firepower.

**Exercise (205):**

1. For each of the following situations, name the type of target detected and the method needed to engage that target.

   a. You are a sentry on the base perimeter. Suddenly you are fired upon by someone in a tree about 100 meters away from you.

   b. You are a sentry on post and discover an enemy force coming directly toward your post. There are nine people, one behind the other, in the approaching force.

   c. You are on base patrol when gunfire breaks out in an open field near the base school. You take cover but do not see exactly the source of gunfire.

   d. You are a perimeter guard and discover enemies approaching your post at an angle. They are one behind the other.

**205. State three methods of determining the range of targets and where they are best used.**

**Determining Range.** Three methods you can use to estimate the range of your targets are:

- Judgment estimate.
- 100-meter unit of measure.
- Flash report.

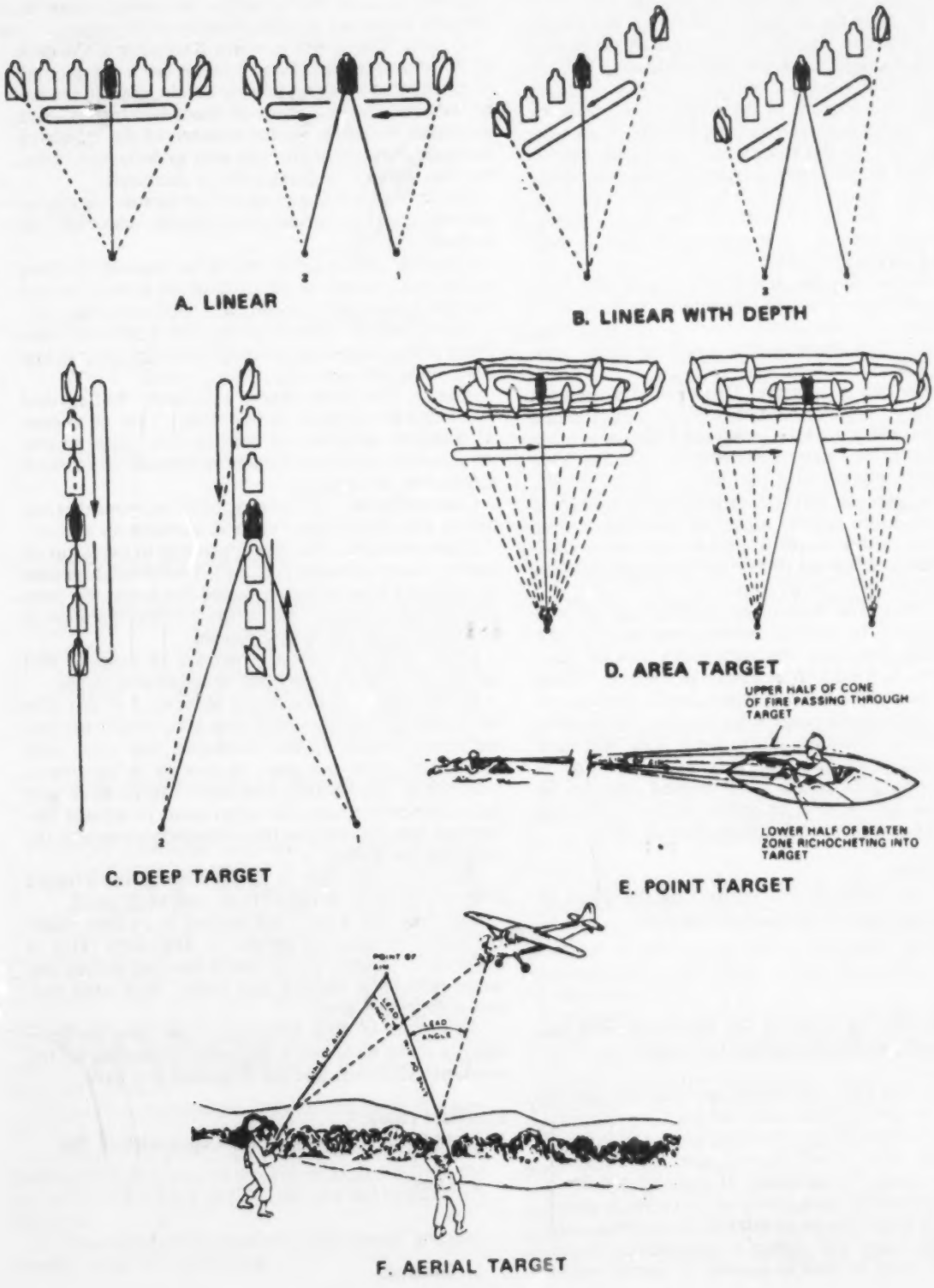

A. LINEAR
B. LINEAR WITH DEPTH
C. DEEP TARGET
D. AREA TARGET
UPPER HALF OF CONE OF FIRE PASSING THROUGH TARGET
LOWER HALF OF BEATEN ZONE RICHOCHETING INTO TARGET
E. POINT TARGET
F. AERIAL TARGET

Figure 1-5. Types of targets.

***Judgment estimate.*** The judgment estimate method is used for short-range targets, usually less than 100 meters. In the judgment method, you use your judgment to estimate the distance. That is, you draw from your experience to estimate the distance from you to a target. For example, you know from experience that the average two-lane road is about 25 to 30 feet wide. Assume that your target is in the doorway of a building across the street from you and the building is set back from the street. In this case, you would judge approximately how far the target is by estimating how many street widths between you and the doorway and multiply that number by the width of the street. Usually, you wouldn't need to judge distance for such a short range, but you get the idea.

This method you would use in areas like the base housing area, flight-line area, or cantonment area of the base. These areas are usually crowded with buildings, people, and other obstacles that would keep you from engaging long-distance targets.

***100-meter unit of measure.*** This method is used for long-distance estimates. In this method, you visualize a 100-meter distance on the ground and then determine the number of 100-meter units between you and your target. This method works best when you can see the ground between you and your target, meaning that you would have to be slightly higher or lower than your target. This method is relatively accurate up to 1000 meters. Distance beyond 1000 meters normally exceeds a person's ability to hit a target.

***Flash report.*** The flash report method can be used on any terrain. To use this method, you must see the muzzle flash from the weapon. When you do start counting (1, 2, 3 etc.), three counts per second. When you hear the weapon's report (bang, crack), stop counting. The approximate range is the number you reached times 100. For example, if you see a flash and have counted to 5 when you hear the report, the range is approximately 500 meters. This method can also be used if you see the dust or smoke kicked up by the firing of a heavy weapon (artillery, mortar, etc.).

**Exercise 205):**

1. State three methods for determining the range of your targets and where each is best used.

**206. Identify the types of fire associated with the concentrated and distributed fire techniques.**

**Techniques of Fire.** The techniques of fire are divided into two categories. Each major category is subdivided into several types of fire. The techniques and types of fire you choose to use will depend upon your situation.

***Concentrated.*** The technique of concentrated fire is one in which all of your available firepower is aimed into a small target area in an attempt to destroy a small or stubborn target. For example, concentrated machinegun fire could be used to destroy an enemy machinegun bunker. The types of fire that are used in the concentrated technique are:

*Direct.* This is fire in which the gunner aims the weapon, by means of sight, directly at the target.

*Grazing.* This is fire in which the center of the cone of fire does not rise above 1 meter from the ground. Over uniformly sloping or level terrain, grazing fire can be obtained out to a range of about 600 meters using automatic weapons. As the distance of the trajectory increases, the cone of fire rises; also, as the terrain varies, the area covered by grazing fire is decreased.

*Indirect.* This is fire in which the gunner cannot see the target and is directed by someone who can; i.e., forward observer.

*Plunging.* This is fire in which the angle of all of the bullets, with respect to the slope of the ground, is such that the danger space is practically confined to the point of impact (beaten zone). Plunging fire is obtained when firing at long ranges, when firing from high ground, and when firing into abruptly rising ground.

*Assault.* This is the violent and heavy fire delivered by maneuver elements as they close in on an enemy. All available weapons are fired at close range to give the maneuver elements maximum firepower and shock action over an enemy.

*Close defensive.* This is firing of all weapons that can fire on an enemy force, before it launches an assault.

*Final protective.* This fire is planned to break up an enemy assault on battle positions. This is accomplished by placing a band of concentrated fire across the front of the battle position, just in front of the mainline of resistance (your strongest defenses).

*Fixed.* This fire is from a weapon or weapons that are locked onto a single point or small area target.

***Distributed.*** The distributed technique of fire calls for spreading your fire over a large area, usually to combat several targets. In this technique, you move your beaten zone from one place to another in the area of your target. You overlap your beaten zones to be sure you completely cover your target area. To achieve distributed fire, you can use the methods presented in the following paragraph.

*Traversing fire.* This is fire applied across a target from left to right, or right to left, and back again.

*Searching fire.* This is fire applied to an area where the exact location of targets is unknown. This is achieved by traversing your target area and adding distance between a weapon and target, with each pass across the target area.

With either of these techniques, you have the flexibility to move from one to the other, depending on the resistance you meet and the firepower you have.

**Exercises (206):**

1. Identify the following types of concentrated fire.

   a. Direct.

   b. Grazing.

c. Indirect.

d. Plunging.

e. Assault.

f. Fixed.

2. Identify the following types of distributed fire.

a. Traversing.

b. Searching.

### 1-3. Challenging and Identifying

No two challenge situations are alike. Circumstances determine the firmness and force you should use. When you challenge someone, assume that the person is hostile. Therefore, conduct the challenge so that you have the advantage and can react with force if you need to. The procedures identified in this section are flexible and indicate only typical situations that you may encounter.

**207. Identify procedures for challenging an individual on foot.**

**Pedestrian Challenge.** Anytime you doubt the identity or purpose of any person in your area, challenge the person. Conduct a challenge so that the person can establish identity and purpose but cannot attack you. you always must maintain an advantage over the person challenged. You get this advantage by wisely using available cover, controlling the distance between you and the person being challenged, intelligently using lights, covering the individual with your weapon if the situation demands, and keeping the individual at a safe distance until you get identification or a response force takes the person.

Follow this sequence for a typical challenge of a person on foot:

(1) When you detect a person you feel should be challenged, notify central security control (CSC) or the law enforcement desk (LED) that you are beginning a challenge.

(2) Use any available cover and concealment and continually watch the individual.

(3) Bring your firearm to port arms or ready revolver as appropriate.

(4) Loudly and with authority command, "Halt."

(5) Command, "Raise your hands above your head, spread your legs, and open your fingers."

(6) Identify the person by checking his or her credentials. Have the person use one hand to place the credentials on the ground (the other stays in the air), to move a safe distance away from the credentials, and to turn away from you while you retrieve the credentials.

(7) If you can positively identify the person from the credentials and the person's reason for being in the area is sound, allow the person to proceed. If not, detain and wait for assistance.

(8) After you have challenged and identified an individual, remember to inform CSC or LED of your status and the results of the challenge.

**Exercise (207):**

1. Rearrange the situation given below by placing the challenge step numbers in the correct sequence.

While performing duty as a close boundary sentry in a restricted area, you observe someone in civilian clothes sprinting from the fence toward the aircraft parked within the area. (1) When you command, "Halt," the person stops. (2) You radio CSC/LE Desk of the challenge. (3) You move closer, (4) You bring your M-16 to port arms. (5) You command, "Raise your hands above your head, spread your legs, and open your fingers." (6) You have the suspect place credentials on the ground and move away so that you can approach and check them. (7) You determine that the credentials are falsified. (8) You move behind a portable lighting unit to provide you cover as you observe the suspect. (9) You apprehend the person and wait for assistance.

**208. Identify procedures for a vehicle challenge.**

**Vehicle Challenge.** A challenge of a person in a vehicle should be the same as challenging a person on foot until after you give the command, "Halt," At this point, you must take the following actions, in the sequence presented.

Command: "Turn off the engine and set the brake. Leave your headlights on and turn on your dome light (as necessary). Place your hands on the dashboard, palms up or flat against the windshield." (Rear seat occupants place their hands, palms up, on the back of the front seat.)

Command: "All occupants get out on the right (or left) side." (Always have occupants dismount on the side of the vehicle you can see, one at a time, front seat occupants first.) After the occupants have dismounted, command, "Leave the doors open and stand facing away from the vehicle."

Command: "Raise your hands above your head and open your fingers. Walk slowly to the front of your vehicle." You should halt the individuals when they are approximately six paces in front of the vehicle. Then command, "Face the vehicle and spread your legs." Put the rear seat occupants through the same sequence.

(CAUTION: Do not allow vehicle occupants to "bunch up" in front of the vehicle. Keep them in a position that enables you to see each of them and at the same time watch the entire group. If control is a problem, place them in the ground search position.)

You then carefully check the interior of the vehicle and truck bed (if any) to ensure that no one remains hidden in the vehicle.

At this point, try to make positive identification of each individual by using the procedures outlined earlier. Then, either terminate the challenge or request further assistance as needed.

**Exercise (208):**

1. Rearrange the situation given below in the proper sequence.

Late at night a USAF pickup truck drives slowly toward your post. You can see one person in the vehicle. (1) You apprehend the person and wait for assistance. (2) You command, "Walk slowly to the front of your vehicle"; you have the person halt six paces in front of the vehicle and turn to face the headlights. (3) You command, "Halt; turn off the engine and set the brake; leave the lights on and turn on the dome light; place your hands on the dashboard, palms up." (4) You check identification and find it to be falsified. (5) You command, "Get out of the vehicle on the left side, leave the door open and face away from the vehicle; raise your hands and open your fingers." (6) You radio the LE desk of the situation, take up a position of cover, and bring your .38 caliber revolver to the ready revolver position. (7) You check the truck bed and the interior of the vehicle.

## 1-4. Searches

As a law enforcement specialist, you will be involved in situations that will require you to conduct searches. Although each situation will dictate the *type* of search to use, you must make sure that the search is conducted *properly* and *safely.* You must be concerned with protecting yourself and others, and all property under your control.

Earlier in this course you learned some rules governing searches. In this section you will learn the different types of searches to include: individual, vehicle, building, and area searches.

**209. Specify principles and procedures of individual searches.**

**Individual Search Considerations.** The most potentially dangerous time for you is during the search of an individual. For this reason, techniques have been developed to minimize these dangers. Since human nature can't be predicted, use extreme caution and consider all suspects potentially dangerous. An individual who seems calm during an apprehension may become violent when you attempt a person search. Therefore, you must afford yourself all possible protection.

All persons who have been apprehended must be searched for weapons and evidence. Search apprehended individuals as soon as possible after you take them into custody. Unless the situation dictates otherwise, don't search a person without the aid of at least one other Security Police member. The assisting member's function is to protect you from attack and to help you control the suspect. When several persons have been apprehended, you must determine how many Security Police members will be needed to assist with searching. Ask for additional help if your evaluation of the situation reveals that there is danger of personal injury, possibility of escape by the suspect(s), or possibility of loss of life or property. Under no circumstances should you draw a weapon, unless its use is imminent or the reason for apprehension would justify its use.

There are four types of individual searches: (1) the wall search, (2) the kneeling search, (3) the ground search, and (4) the complete search. The type of search to use depends on your evaluation of the situation. No matter which method you use, you must conduct the search in a thorough and systematic manner.

***Wall search.*** This search is used primarily for suspects who are *not* apparently dangerous or violent, and when a vertical object is available.

***Kneeling search.*** This search is primarily used to search persons who are dangerous or violent.

***Ground search.*** This search is used to search persons who are so drunk or drugged that they cannot stand under their own power. The ground search is also used instead of the wall and kneeling search when no vertical object is readily available.

***Complete search.*** In a complete search, the person to be searched is stripped of all clothing. The body and the clothings are then carefully examined. The individual's hair is combed out and all body openings are inspected. If you should observe objects in any body opening, stop the search and request assistance from medical personnel. Every person placed in confinement is given a complete search. A complete search may also be conducted in other cases if circumstances justify such action.

***Search of Members of the Opposite Sex.*** There may be situations in which you must search a member of the opposite sex. If a Security Police member of the same sex as the offender is not available to conduct the search, the following guidelines apply.

***Search of females by males.*** Male Security Police may search a female suspect's handbag, overcoat, or luggage. However, Air Force women offenders are not normally subjected to bodily search except by other women of the military service, female law enforcement officers, or a physician.

If such a search is deemed appropriate and there is no indication of danger to the apprehending male Security Police member, the apprehended female must be:

(1) Handcuffed with her hands cuffed behind her back, palms out.

(2) Transported to a suitable location for a thorough search by female personnel or a physician.

Male Security Police may perform a "simple frisk" for weapons on a female offender incident to apprehension only if:

(1) No female military member, female SP, or physician is immediately available.

(2) The situation is of such urgency that it warrants a frisk to prevent decreasing security or endangering the Security Police performing the apprehension.

In any situation where a male Security Police member must perform a frisk of a female suspect, he will advise CSC or the law enforcement desk sergeant of the situation; and another member of the Security Police or military member will witness the frisk. The female suspect will be removed from the scene to a suitable location for a search by a female military member, female SP, or a physician

***Search of males by females.*** A similar policy applies when a female Security Police member must frisk a male suspect and male Security Police members are not available. A female Security Police member may frisk a male suspect incident to apprehension when the situation is of such urgency that a frisk is warranted to prevent decreasing security or endangering her. She frisks the subject for weapons, preferably in the presence of a witness. Following the frisk, the subject will be removed from the scene for a more thorough search at an appropriate location by male personnel.

**Exercises (209):**

1. What is the assisting SP's function during the search of a suspect?

2. What factors determine when the following types of searches would be used?

   a. Wall search.

   b. Kneeling search.

   c. Ground search.

   d. Complete search.

3. What actions should a male SP take when a female suspect must be searched and there is no indication of danger to the apprehending person?

**210. Identify principles and procedures of vehicle searches.**

**Search of Vehicles.** A vehicle search is conducted on specific vehicles that have been identified for search due to information or investigation establishing probable cause. Before conducting a vehicle search, probable cause for the search must exist. Furthermore, you must obtain authority to search from the appropriate commander or consent to search from the person exercising control of the vehicle.

The object(s) sought may be anything from an escaped prisoner to a piece of electronic equipment. Therefore, the size of the object determines the type of vehicle search to use. There are two types of vehicle searches—the simple search and the complete search.

***Simple search.*** This search consists of searching all areas of a vehicle without disassembling any part of the vehicle. You may search *only* in places where the suspected object(s) may be reasonably hidden. For example, if you are searching for a Government toolbox you would not need to look in the glove compartment of the vehicle.

Search in a thorough and systematic manner. Whether you start your search at the front or rear, the inside or outside of the vehicle, is usually of little importance. Following a planned pattern *is* important. For instance, search the entire outside of the vehicle in a clockwise or counterclockwise pattern starting at the front, rear, or side. Once you have completed the exterior search, move to the interior of the vehicle and search the dashboard, front seat, rear seat, under each seat and in any other place that the article may be concealed. Again, use a systematic pattern to search the interior of the vehicle.

***Complete search.*** This is a much more detailed search and may often require partial or total disassembly of the vehicle. This type of search normally is made by the Office of Special Investigations (OSI). In situations requiring a complete vehicle search your actions are limited to detaining and securing the vehicle until the search is completed. In some cases, you may be asked to assist in the search.

**Exercises (210):**

1. How does a simple vehicle search differ from a complete vehicle search?

2. To what are your actions limited in situations requiring a complete vehicle search?

3. What requirements must be met before conducting a vehicle search?

**211. Identify tactical principles associated with building and area searches.**

**Building and Area Searches.** The tactical principles of building and area searches are designed to help you reduce the risk to yourself and other Security Police members. When a building or area search needs to be made, consider using military working dog (MWD) teams. MWD teams provide added flexibility and are especially effective when used to check and search buildings.

Whether the affected building or structure is an aircraft hangar, weapons storage structure, or the base bank, the basic approach, entry, position, and search techniques apply. The emphasis is on searching for suspects when it is known that the adversary is armed.

It is imperative that weapons are used only as authorized, and in strict compliance with AFR 125-26, *Arming and Use of Force by Air Force Personnel.* (Use of force and weapons safety are discussed later in this volume.)

***Special considerations.*** When responding to an affected building or area, approach in such a manner that you are not seen or heard. It is critical that each Security Police member responding to the scene uses light and noise discipline.

*Light discipline.* Turn off flashing emergency lights because they can alert suspects to your arrival. Avoid being silhouetted in headlights, spotlights, streetlights, and flashlights. When using the flashlight, hold it away from your body by extending your arm straight out to the side. Consider turning on building lights, but first ensure that all team members are in position behind cover.

*Noise discipline.* Refrain from using vehicle sirens. On a cool, clear night, a siren can be heard easily from 2 miles away. The jangling of keys or pocket change, or any metal-on-metal sound can disclose your location and announce your arrival. The sound of a vehicle door closing travels a great distance and is easy to identify. Leave vehicle doors ajar. Turn your vehicle radio off, or down so low that it can't be heard outside. When inside buildings, you may need to restrict the use of your portable radio. If available, use ear plugs with radios, as they entirely eliminate receiving noise.

***Observation procedures.*** Always conduct a general inspection or ground reconnaissance of the affected area by using the following procedures:

(1) Begin the observation phase with a *hasty search.* This is a very rapid check for suspect activity (or other relevant "nonsuspect" activity) and is conducted in about 30 seconds. It is carried out *by making quick glances at specific points throughout the area.* Do not make a sweep with your eyes in one continuous panoramic view.

(2) If the suspect is not located during the hasty search, you must conduct a systematic examination or *detailed search.* This is done best by using an overlapping visual strip search method. Begin at the top of buildings or structures and search downward, starting at either flank. Systematically and visually search the terrain, buildings, and structures in front in a 180° arc, approximately 20 meters in height. After reaching the opposite flank, search the next lower 20 meter "strip" (including about a 5-meter overlap of the first strip). Continue this until the entire area to the front has been visually searched.

***Securing exits.*** Security Police should never enter a building containing suspects without adequate outside cover (cover element). This prevents the suspect's escape and protects the search element up to the actual point of entry. As with all tactics, the function of the cover element is to "overwatch" while the search element "maneuvers."

Two Security Police members are the minimum required to effectively "overwatch" most buildings by taking covered positions adjacent to the opposite corners so that all sides of the building can be observed. One individual then can cover two sides yet avoid crossfire. These people form the "inner-perimeter" for suspect containment. Additional Security Police members may be posted on an "outer-perimeter" for traffic and personnel control. The outer-perimeter must include an entry control point.

***Movement techniques.*** Once the exits have been secured, use the most effective cover, concealment, and individual and team movement techniques to move towards your objective.

During your approach, you may need to move past doors and windows. The following techniques will aid in minimizing such dangers.

*Movement past windows.* Windows present a danger to Security Police members inside or outside the building. When you must pass a window, remember to stay low and observe the window. Pivot under the window in a low squat, and, at the same time, cover the opening with your weapon (figs. 1-6 through 1-8). Always carry your weapon in the lead hand.

*Movement past doors.* Avoid doors when possible. If you must move past a door or open a door, use extreme caution.

When moving past a closed door, one search member should assume a kneeling position on one side of the door and test it by applying slight pressure inward, or by pulling out. When the member is reasonably certain that the door is firmly closed, the search members move quickly past in a rolling pivot (police shoulder roll). If a suspect should suddenly throw the door open outward, the member will be thrown backward in a direction facing the doorway, facilitating weapons employment. If the door is pulled open, the Security Police member can level the weapon or employ physical personal protection.

Avoid moving past open doors when possible. If the search element must cross an open door, each member should move quickly and pivot with the weapon leveled for maximum protection. One member may pivot across an open door with weapon leveled, covered by the remaining members of the search element. Two members may pivot simultaneously past an open door with weapons leveled, in a high member/low member

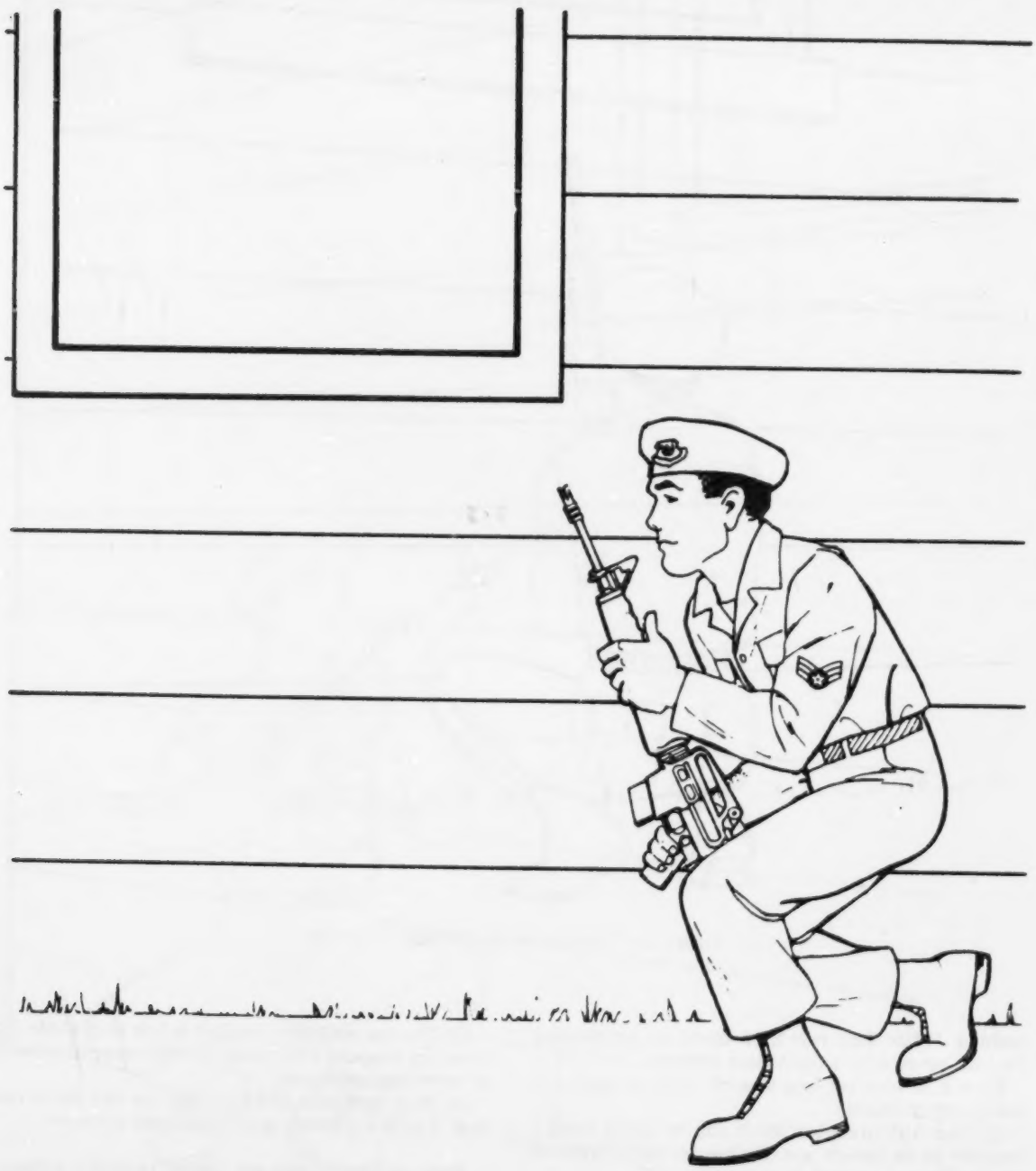


Figure 1-6. Movement past windows (pivot).

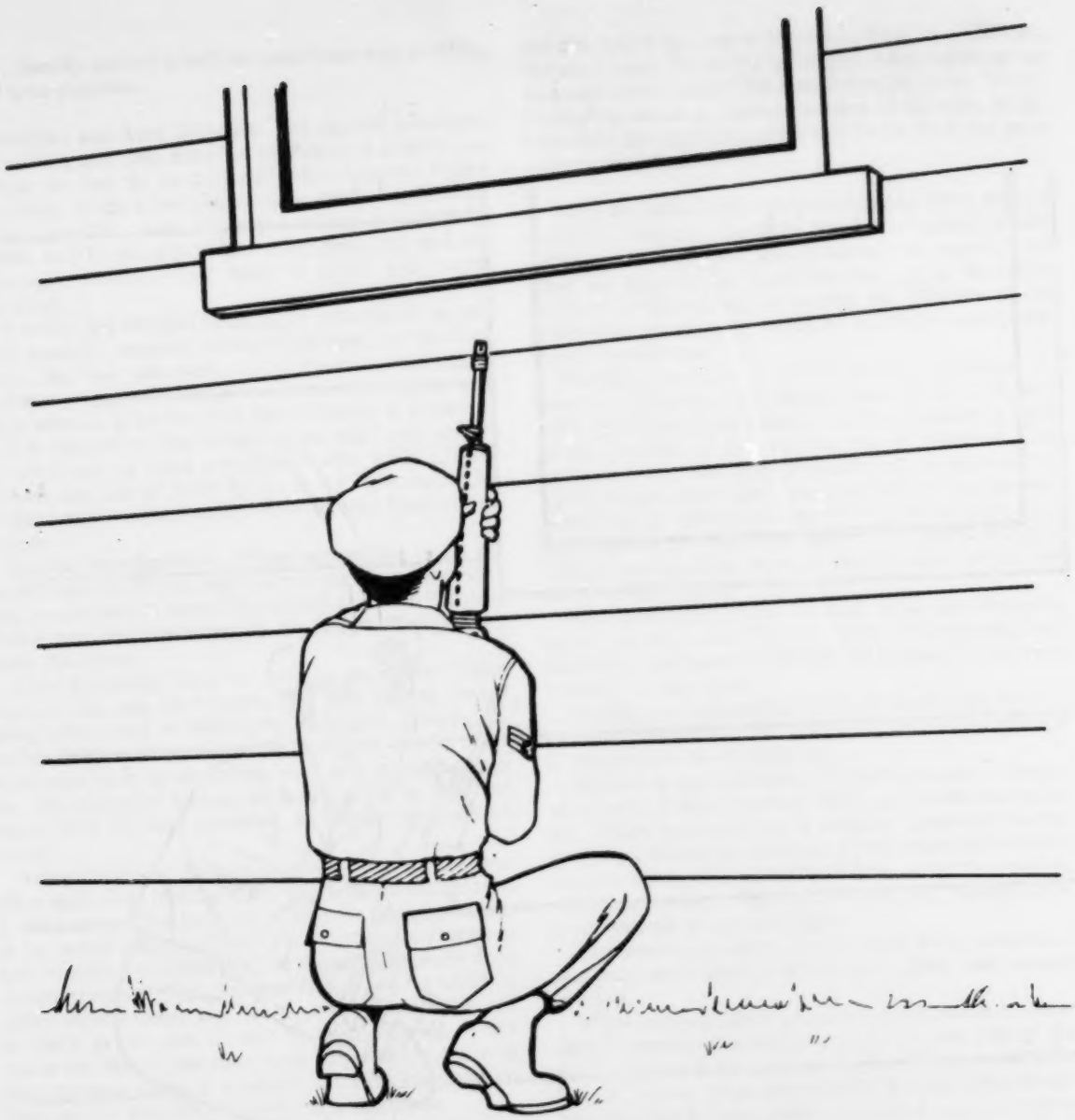


Figure 1-7. Movement past windows (contd).

position. While these two team members are moving, they are covered by a third team member.

If the high member/low member tactic is used, it is conducted as follows:

(1) The high member levels the weapons from a shoulder point crouch and the low member levels the weapon from a combat crouch.

(2) The high member is slightly behind the low member with the weapon directed over the crouched team member.

(3) The low member crouches as low as possible and levels the weapon. This allows the higher member room to move and maneuver.

(4) Both members move together in one quick motion. The low member gives the signal to move.

*Door opening.* Doors are opened carefully, exposing as little of the body as possible. Never stand directly in front of a door. Always stand away from and to one side of the doorway. If the door opens outward, the

Figure 1-8. Movement past windows (complete).

member closer to the door handle opens it and pushes the door to the other team member. This team member then catches and secures the door. If the door opens inward, let it hit against the wall to ensure that a suspect is not hidden behind the door opening. Do not kick a door if at all possible. Quickly glance into the room at varying levels before entering. If there is not enough light to conduct a visual inspection, roll a flashlight into the room

*Door/room entry.* There are several techniques used in entering a building, but we will only discuss entry into a building or room through a door. To search individual rooms a two-member search unit or team normally is used. The team should take these steps:

(1) Team members position themselves on either side of the door (fig. 1-9).

(2) The team member closer to the door handle opens the door; the other team member catches and secures it.

(3) One member uses the crack of the door to glance inside the area (fig. 1-10).One member may also glance into the room at varying levels from the edge of the doorframe, if necessary.

(4) Weapons are placed in the lead hand before entering. On the low member's signal, the team moves simultaneously, sweeping the area in a constant "X" pattern (fig. 1-11).

(5) The high member sweeps and assumes a barricade position outside the room and on the side of the door where the low member was initially. The low member simultaneously sweeps and pivots into the room, crossing the doorway and maneuvering to the nearest wall inside the room (fig. 1-12).

(6) The low member moves to the nearest corner of the room, touching the wall and facing into the room (fig. 1-13).

(7) The low member signals to the high member to enter. The high member enters the room in a low crouch, back against the wall.

(8) A preplanned search pattern is initiated.

(9) After the search, the room is marked and secured.

***Search patterns.*** The search element may use the circle, sector or zone, or the strip and grid search methods for searching and clearing buildings and areas. Make a definite, systematic plan before beginning any search and clear operation.

*Circle search.* This search method is often used in rooms, buildings, and small outdoor areas. The circle search can be performed by proceeding in ever-widening or ever-narrowing circles, in a systematic clockwise or counterclockwise manner (fig. 1-14). For uniformity, it is recommended you use the clockwise movement.

*Sector or zone search.* You can divide large indoor or outdoor areas into sectors or zones, which you search as individual areas. Start by searching the zone or sector in which the incident occurred and work out into adjacent areas (fig. 1-15).

*Strip and grid search.* The strip and grid search method normally is used in large outdoor areas. Conduct a strip search by dividing the area into strips approximately 4 feet wide. Start searching at one end of the strip and move back and forth across the area from one end to the other. Make the grid search after the strip search. The grid search covers the same area as the strip search except that the area is searched from end to end instead of side to side (figs. 1-16 and 1-17).

**Exercises (211):**

1. During a hostile situation, what should you consider before turning on building lights?

2. How are the two steps of observation procedures best accomplished?

3. What is the minimum number of Security Police members required to "overwatch" most buildings? Where should they be positioned?

4. How should you move past a window?

5. How should you move past a closed door?

6. How should you move past an open door?

7. What should you do when opening a door that opens inward? Why?

8. Where should team members position themselves before entering a room?

9. Which search methods may be used for searching and clearing buildings and areas?

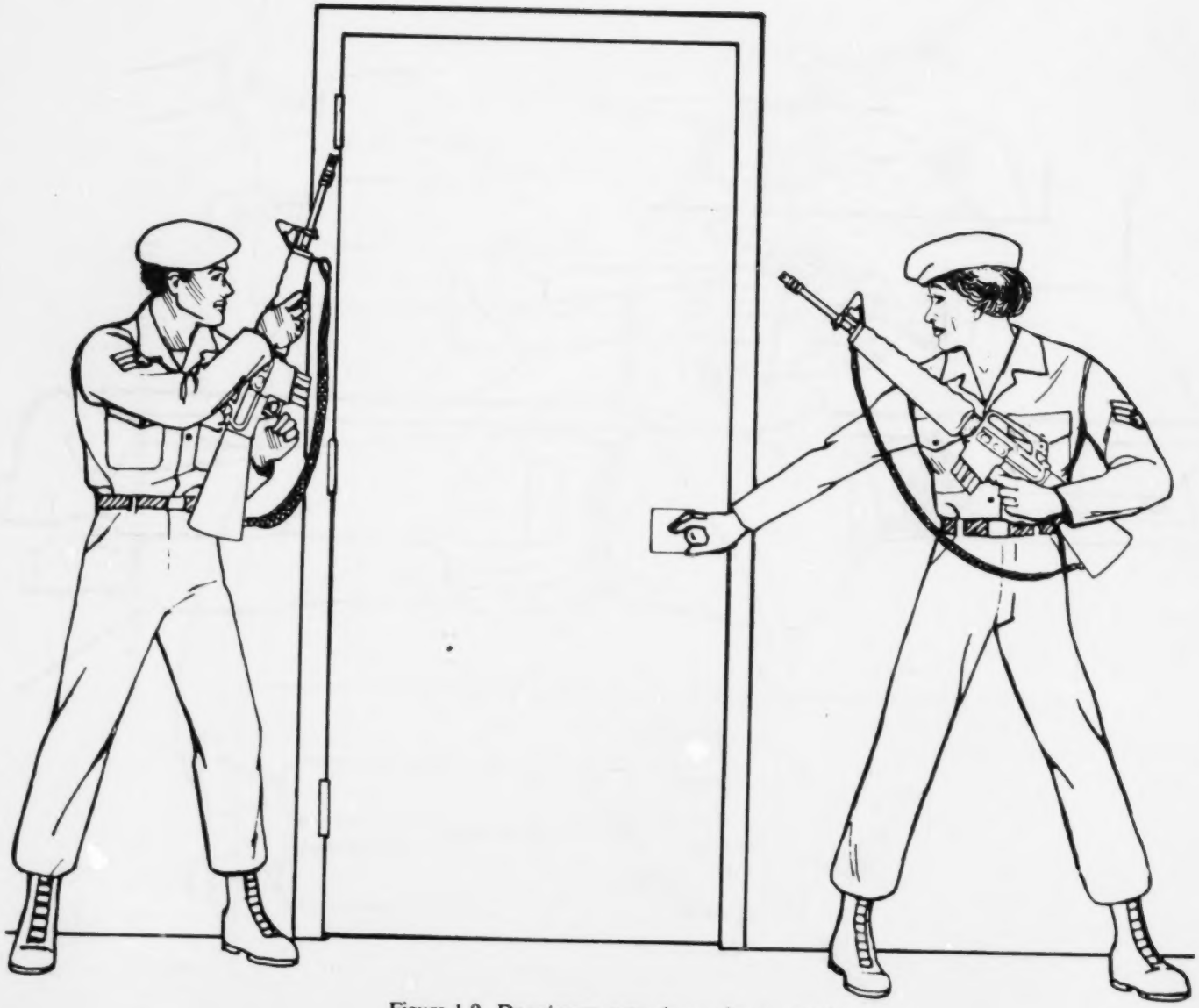


Figure 1-9. Door/room entry (preparing to enter).

Figure 1-10. Observation of room prior to entry.

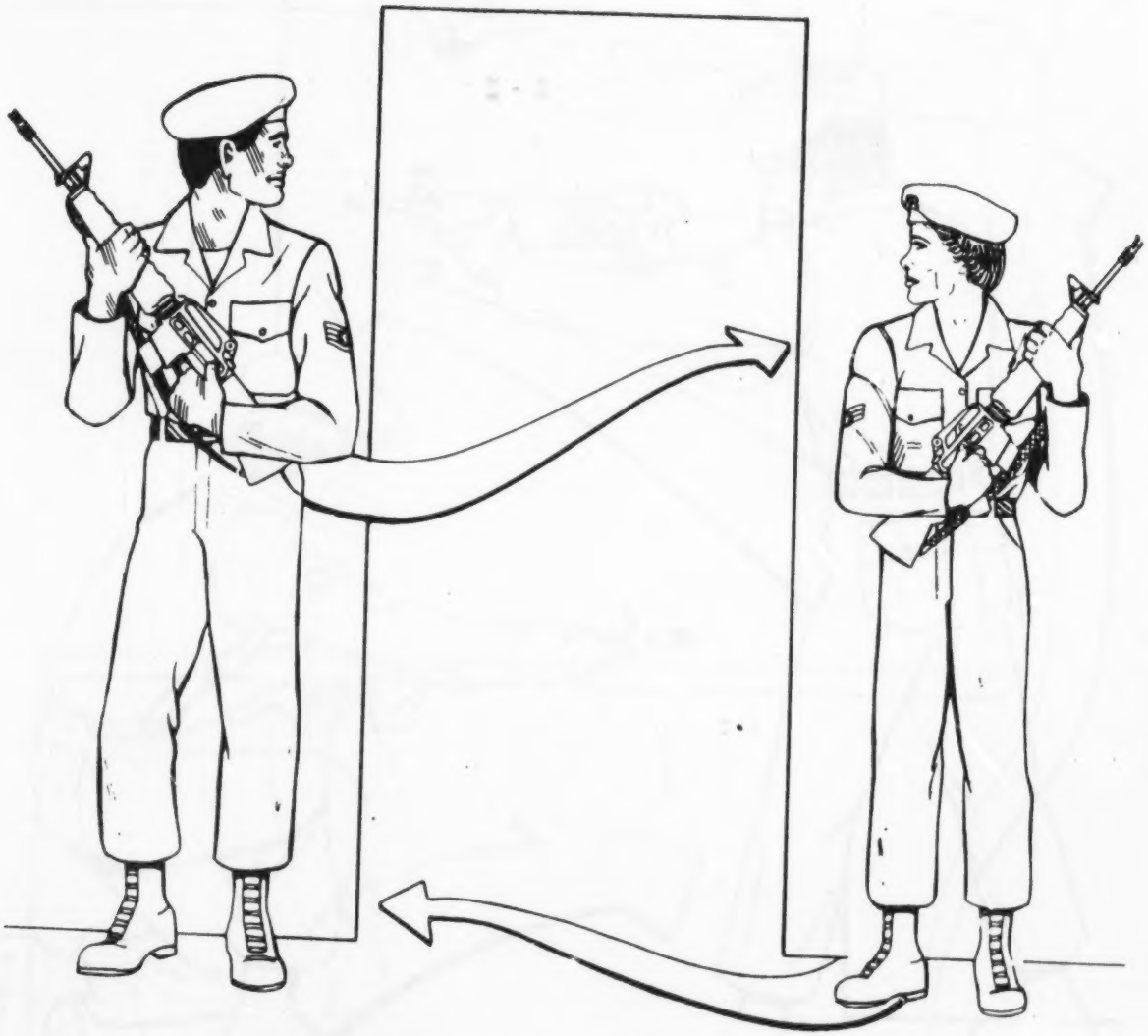


Figure 1-11. Door/room entry (preparing to enter).

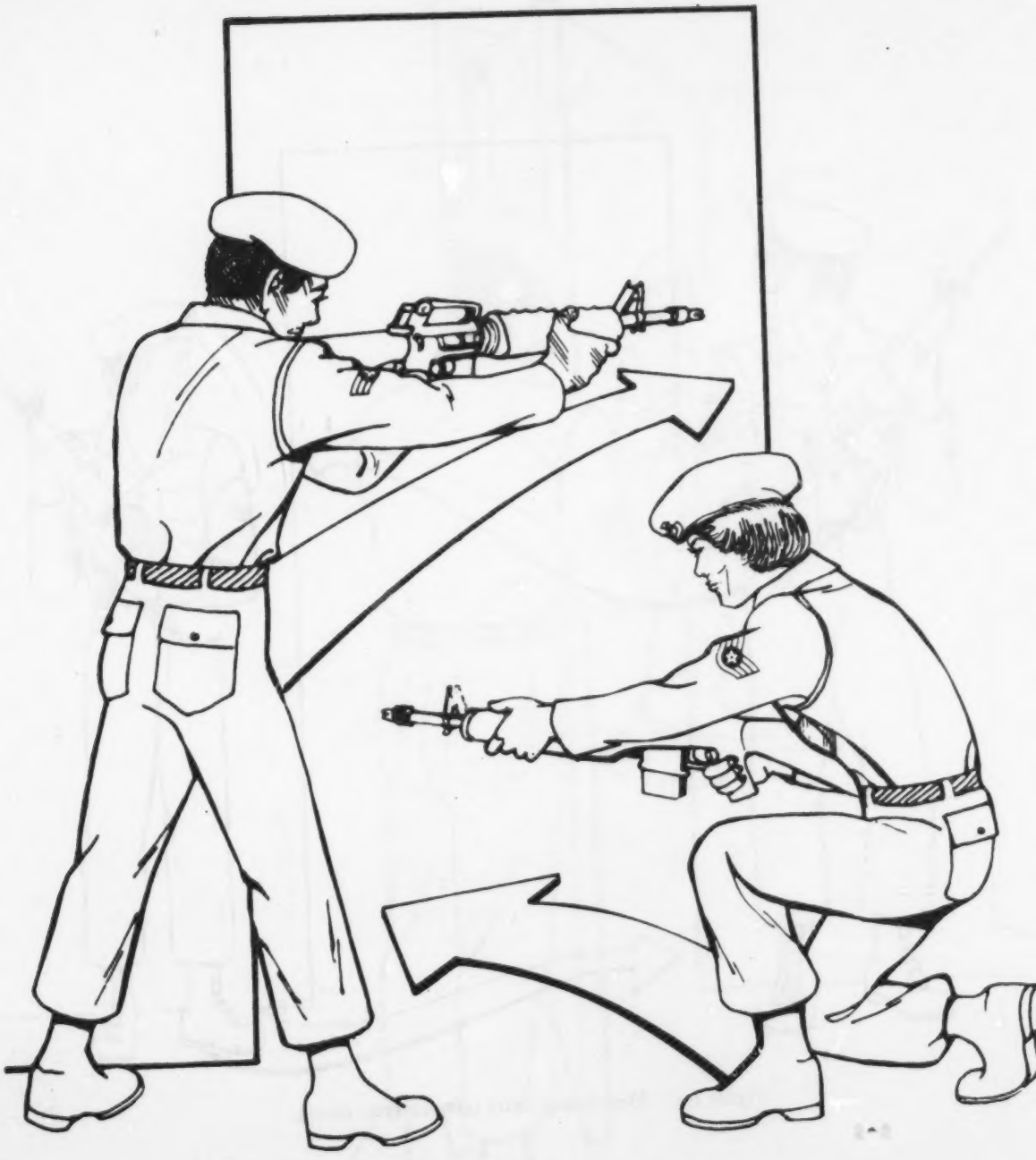


Figure 1-12. Door/room entry (entering).

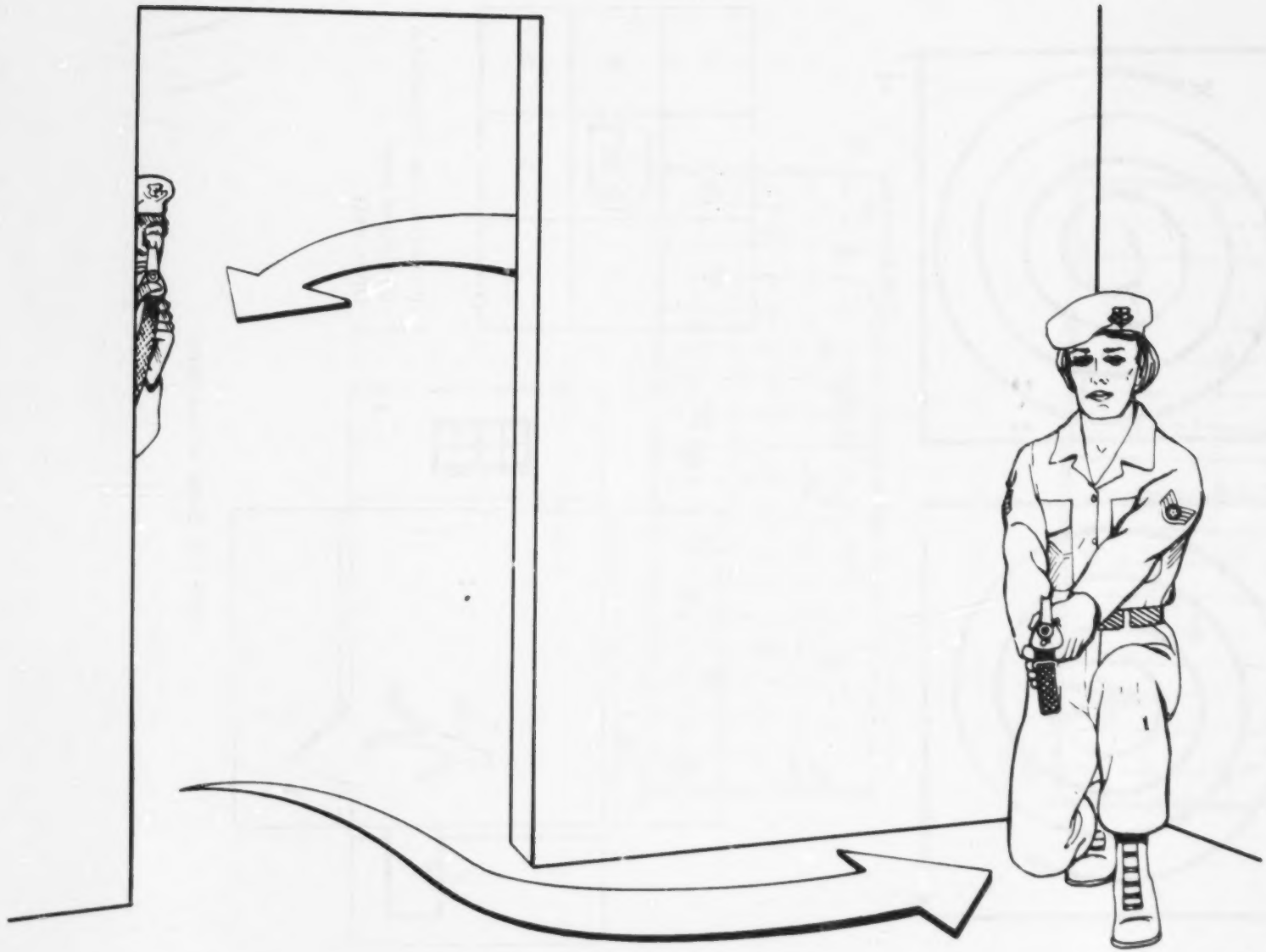


Figure 1-13. Door/room entry (low member).

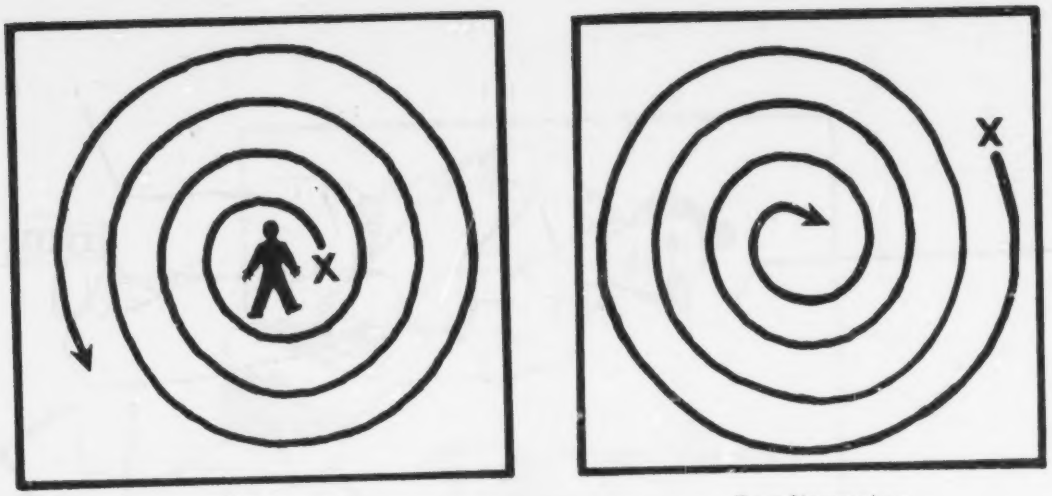



Figure 1-14. Circle search.

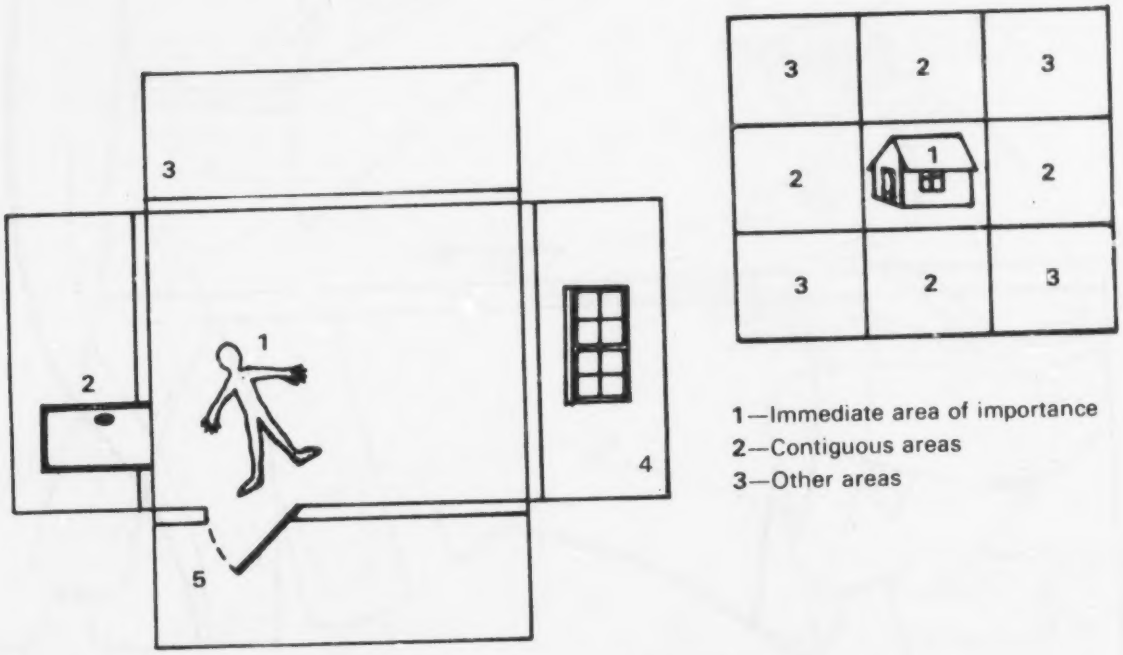



Figure 1-15. Sector or zone search.

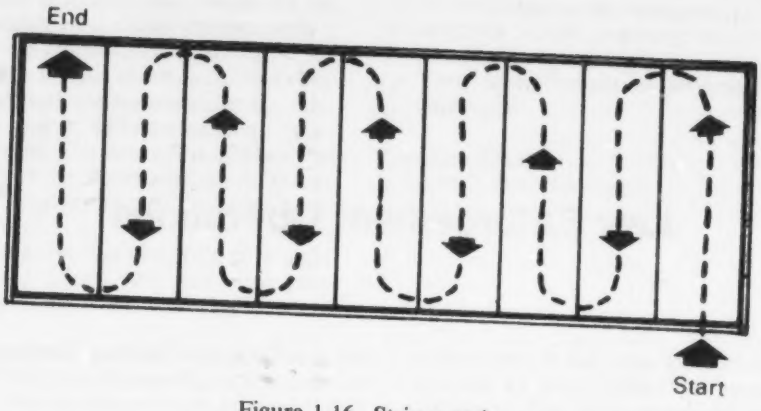



Figure 1-16. Strip search.

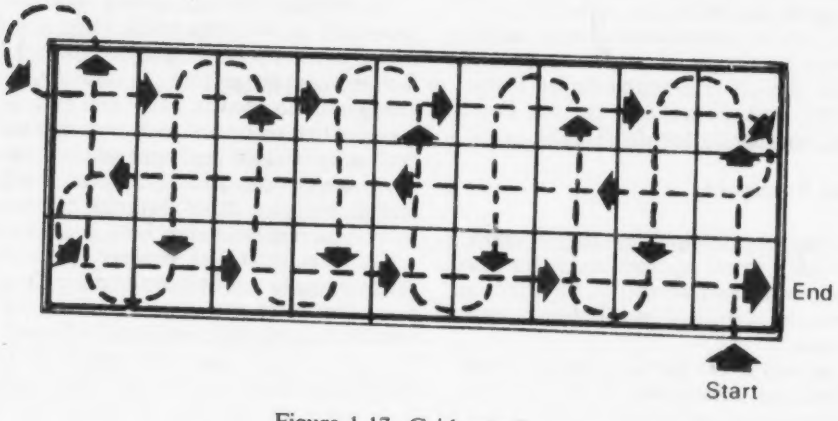



Figure 1-17. Grid search.

CHAPTER 2

# Law Enforcement Operations

THE PRIMARY concerns of your job are protection of people and resources and enforcement of law and order. The material in this chapter deals with many day-to-day tasks law enforcement specialists perform. In this chapter you will study about concepts and principles of law enforcement operations and duties, including entry control, installation patrol, restraint techniques and devices, response procedures to incidents, evidence, and interviews. We will also cover Security Police forms, testifying procedures, desk duties, and the Air Force Law Enforcement Terminal System (AFLETS).

## 2-1. Concepts and Principles

Over the years, the way in which we do our duties has changed. Law enforcement agencies today are "service oriented." Police men and women do their jobs in a way that preserves the dignity of law-abiding citizens and lawbreakers alike.

In this section we will cover the concepts and principles of law enforcement operations in the Air Force and the fire team organizational structure.

### 212. Specify concepts of law enforcement operations.

**USAF Law Enforcement Concept.** Perhaps the best way to describe the Air Force concept of law enforcement is to say that it is intended to ensure the fair and impartial enforcement of laws and regulations. That sounds simple enough; but enforcement is perhaps the most broad and complex of all public services. To ensure fairness and impartiality in every area involved in modern law, enforcement is no simple task.

Not too long ago, fair and impartial law enforcement could be nicely described as "keeping 'em all in line." But times have changed and in recent years law enforcement has matured a great deal. Today, our emphasis is on minimum infringement on the rights and liberties of the law-abiding citizen and maximum humaneness in police activity. This means that although we must concentrate on maintaining order, we must do so in a manner that precludes any limitation or prohibition of the basic human rights and needs. Also, we must do this for the law-abiding citizen as well as those who do not abide by the law. In view of the ever-increasing volume of controls (laws and regulations), the layman would assume that a citizen was losing more and more personal freedom. However, professional law enforcement members can see that the reverse is true. This is because the professional sees that every new law or regulation contains definitive guidelines for the protection of property and human rights.

The impact that maintaining order has on resources protection is sometimes difficult to see. However, the two areas definitely interact. For example, use your own base to mentally picture the final result of not having gate guards to control entry and exit to the base, not investigating reports of toolboxes missing from the aircraft maintenance area, not responding to investigate the cause of an alarm at the base small arms storage facility, and not controlling the actions of two angry mobs that oppose each other.

Certainly, the USAF concept of law enforcement directly impacts not only on the fair, just, and humane treatment of the citizen but also the security of property within the jurisdiction of the Air Force.

**Exercises (212):**

1. What is the best way to describe the AF concept of law enforcement?

2. What is our concept when dealing with law-abiding citizens?

3. On what does the AF concept of law enforcement directly impact?

### 213. Identify concepts associated with fire team organization structure.

**Fire Team Organization Structure.** From its very beginning the "flight" has had one major drawback: lack of effective command and control, or effective leadership. The concept of our past organizational structure has not afforded us the opportunity to capitalize on the leadership potential within the flight.

The implementation of the fire team structure has

placed leadership responsibilities at a squad and fire team level. Now, for the first time, our people are no longer denied the benefits of a closer contact with a concerned, available, and responsible supervisor.

The fire team concept applies to all Security Police units which support on-duty commitments in the missile security, weapons system security, mobility functions, and air base defense. The concept is optional for law enforcement and Security Police support functions and is implemented at the discretion of the major command or unit commander.

The following information will give you an insight into the concept, how it affects you, and what your responsibilities are should you be selected as a fire team or squad leader.

***Fire team.*** The fire team is the *basic* element of the security flight. The fire team consists of a leader and three members.

If you are a fire team leader, you are responsible for controlling the team. Your responsibilities as a fire team leader are:

- Direct supervision and leadership.
- Scheduling of individual duties.
- Training of fire team tactics, OJT, and proficiency requirements.

***Squad.*** The squad is the intermediate element of the Security Police flight and consists of a leader and two or more fire teams. In addition, the squad may include flight specialists as required. As a squad leader, you are responsible for:

- Direct supervision and leadership of fire team leaders, and squad specialists.
- Scheduling of fire team and specialist duties.
- Training of squad tactics, fire team leaders, and squad specialists, including OJT and proficiency requirements.

***Flight.*** The Security Police flight normally consists of two or more squads, plus specialists. The flight chief is still responsible for the overall operation of the flight and accomplishes this task by leading the squad leaders and flight specialists and *any* fire team leaders who report directly to the flight chief.

***Specialists.*** Specialists may be assigned at either squad or flight level, or both. Flight specialists perform duties which will service the entire flight, such as security controller or desk sergeant. Squad specialists perform squad related duties such as master surveillance control facility operator (MSCFO), alarm monitor, and entry controller.

The advantages of this fire team concept are many, and the entire security police career field will benefit. The advantages of the fire team concept include:

- Improvement of tactical skills.
- Unit identity and pride.
- Development of effective small unit leaders at an early stage. During hostile situations, development of the small unit leader takes on added importance because control is decentralized.
- Tactical teams are highly motivated, well led and trained, and can be employed more effectively and safely in hostile or emergency situations.
- Leadership by example.
- Early identification of personal and professional problems.

**Exercises (213):**

1. Identify the following:
   a. Fire team.

   b. Squad.

   c. Flight.

   d. Specialists.

2. List the responsibilities of the fire team leader.

3. List the responsibilities of the squad leader.

4. What benefits does the fire team concept provide?

## 2-2. Law Enforcement Duties

Local base policy determines many of your specific responsibilities. However, there are some *basic* procedures and guidelines you can follow wherever you perform your duties.

In this section, we will cover the most common daily duties you will probably perform. These include entry control; installation patrol; restraint techniques and devices; and response to crime, incident, and crisis situations.

**214. Specify the procedures for controlling entry to installations.**

**Base Entry Control Policies and Requirements.** Installation commanders, with the advice of the Re-

sources Protection Executive Committee, determine the degree of control needed over personnel entering and exiting the installation. Any policies regarding these controls should always be specified in writing and be included in the Resources Protection Plan. As a general rule, most commanders refrain from placing undue restrictions on people visiting the base; however, if lack of controls could have a detrimental effect on security, commanders should place further restrictions on entry and exit to the base. Normally, when making decisions regarding entry/exit policies, the commander considers the local environment, operational resources, the threat to those resources, pilferage problems, and base features that may present a significant public safety hazard.

Although each commander has latitude in determining base policies, there are certain things that they should do. First, every base should be fenced around the perimeter, and this fence should be posted with warning signs. Second, the entry control points should be staffed by Security Police when these points are opened if the base is designated as a closed base. A base is considered a closed base if it routinely possesses or supports the base aerospace resources of security priority "A" or "B"; has excessive or serious pilferage problems; is confronted by a highly significant and unique security threat; or has features or activities that are significant public safety hazards and adequate protection cannot be afforded by controlled areas.

If your base is designated as a closed base, it should operate only the minimum number of perimeter gates required for operational needs. Each special-purpose gate should be opened, manned, and secured by trained contractor or owner/user personnel. All nonessential gates should be closed during periods of low-volume traffic. Regardless of the security threat or pilferage problems, the main gate at each base should be manned by a Security Police member on a 24-hour-a-day basis.

***Unauthorized entry to installations.*** You must remember the Air Force policy on the use of force. Force, or other coercive means, should not be used to prevent unauthorized entry to the base, except as a last resort and after all other available means have been exhausted. Other available means include the request for the assistance of the local civil authorities, when practical. The commander is responsible for ensuring that force is exerted only with extreme caution and does not exceed the minimum necessary under the circumstances.

If unauthorized entry occurs, you may detain the violator, order that person to leave the base, or escort the individual off base. Regardless of the action you take, remember that you should always obtain complete identification for all violators. Violators who enter a base after being removed or having been ordered to leave the base by an officer or person in command/charge, and told not to reenter, may be prosecuted under U.S.C., Title 18, section 1382. If prosecution for subsequent reentry is contemplated, the order not to reenter should be in writing.

***Base entry point checks of vehicles.*** A base entry point check is the examination of a vehicle without the foundation for a search discussed previously. Your installation commander may direct or establish procedures for base entry point checks of randomly selected vehicles entering or leaving the base under their jurisdiction, whether the owner or operator is military or civilian. These random checks are not based on probable cause that the vehicle/pedestrian contains property subject to search, but are based on the commander's authority to protect the security of the base or Government property. As a Security Police member at the base entry point, you are acting, not in a law enforcement capacity, but as a sentinel safeguarding a military base and protecting Government property.

Security Police members must not make any determination on which vehicles are to be checked. If Security Police members take part in this decision, results of the checks could be inadmissible in a court of law. Vehicles are selected on a random basis as determined by the installation commander or commander's designee. When they make decisions on which vehicles they want checked, they use an impersonal formula such as: "every other vehicle," "every tenth vehicle," "every fifth passenger car and every van and truck," etc. The number and frequency of the vehicle checks, do not affect their randomness; thus, a check is random even if it includes every vehicle that enters or leaves the base during a selected period. Do not use random checks as a subterfuge to check the vehicle of a particular suspect.

The rule against Security Police selecting vehicles to be checked does not preclude giving authority to base entry controllers to discontinue the checking entirely for a period when, for example, there is a serious traffic jam, an accident, or other circumstances which make continued checking impractical.

When you stop a vehicle, ask the driver for permission to examine the vehicle and its contents. If permission is refused, advise the person in control of the vehicle that refusal to permit the examination may result in the loss of base driving privileges, revocation of base registration, or debarment from the base. If permission is still refused, you may take certain actions as described below. For vehicles entering the base under civilian control, ask the driver or owner for identification and advise all occupants that they cannot enter the base unless the vehicle is examined. If the vehicle is controlled by a military member, this action may be taken or, subject to applicable policies, the vehicle may be examined, using reasonable force, if necessary.

For vehicles leaving the base, identify the driver and vehicle for subsequent action. Make a walkaround examination of the vehicle for evidence which can be used as a foundation for search authorization, such as contraband or Government property in plain view. Then, if no probable cause for search is established and action is deemed necessary to protect operations, property, or ensure safety, you may order the occupants to dismount and open locked compartments of the vehicle. Advise them that this order is based upon the authority of the installation commander. If this order is not complied with, take immediate steps to report the matter to the installation commander or to a senior officer to whom this authority has been delegated. The installation com-

mander or his or her designee will determine whether reasonable force should be used to open and examine the vehicle and its compartments. If, during the course of examining a vehicle during base entry point checks, contraband is discovered, immediately apprehend/detain the person involved. When civilians are detained, civilian police should be summoned immediately.

Although the procedures for persons and vehicles entering/exiting, under control of military personnel, permit examination of vehicles without permission, the long-range deterrent value of base entry point checks, as well as Security Police community relations, indicates that the same policy should be applied to both military and civilians. Force may be used to examine vehicles under either military or civilian control, but mature discretion should be used in each instance to determine whether this action is warranted by the circumstances. Less stringent procedures should be adopted except where dictated by operational requirements.

***Base entry point checks of pedestrians.*** The general procedures and policies covering vehicles also apply to pedestrians entering or leaving the base. In view of the limited capability of pedestrians to conceal and transport property, compared to vehicles, and the limited facilities for examination at the base entry points, they may be excluded from base entry point checks. However, if the local situation dictates, pedestrians may be subjected to these checks. Such checks should be limited to examination of hand-carried parcels and exterior garments after they have been removed from the individual.

***Procedures for base entry point checks.*** Normally, at least two Security Police members should be present when searches or base entry point checks are conducted. But a base entry controller working alone may be confronted with cause for a search. If so, request immediate backup and detain the vehicle or person until assistance arrives. Before starting a search or base entry point check of a vehicle, instruct the driver to turn off the engine and instruct all other occupants to dismount. When they have done so, ask the driver to open the glove compartment; then to dismount and open the trunk and any other locked compartments.

***Base closures and response to alarm activations.*** Each base must maintain the capability to close all base entry and exit points. Since these points are logical roadblock points, physical barrier systems must be capable of selectively blocking either incoming or outgoing lanes (to include shoulders) individually or both lanes simultaneously. The presence of these barriers must be well marked with reflectors, markers, and signs. Some emergencies and alarm activations will require prompt closure of all gates and sealing off the base. Others will not. As a minimum, emergencies and alarms originating in conventional weapons or munitions storage facilities should always be dealt with in a decisive manner by closure of the base, or as an alternative, sealing off the affected area. The hazards to public safety, and national security, demand this response. Gate closure responses to lesser emergencies and alarm activations should be tailored to fit local circumstances, threat levels, and resources involved.

The gates may be blocked by stopping a vehicle in each lane, so long as all traffic lanes and avenues through which a motor vehicle could pass are continuously and effectively blocked. Incoming traffic should not be stacked up, unless the nature of the emergency calls for holding incoming traffic at that gate (or all gates). Installation commanders, in conjunction with the Resources Protection Committee, develop specific procedures for base responses to alarm activations. Response procedures should be outlined in base resource protection plans. Such procedures may permit the tailoring of responses to types of alarms. For example, duress alarms are activated by operators, thus descriptions of suspects and/or vehicles could reasonably be expected. Intrusion alarms are unattended systems with a lesser opportunity to obtain such descriptions. Also, sealing off sectors of a base, where local conditions permit, may be as effective as closing the base gates. Base closures or sealing off a sector, where possible, is required in response to firearms or conventional munitions alarms. Admit inbound vehicles, except in civil disturbance or increased security conditions, if doing so does not degrade the effectiveness of the roadblock.

Stopping outbound traffic is warranted when the crime is serious, large sums of money are involved, there is a high probability of obtaining suspect/vehicle descriptions, and minimum time has elapsed between commission and Security Police notification. Stopping only selected vehicles; i.e., cargo-carrying vehicles, may be appropriate at other times.

Stop-check-pass is an alternative which provides a psychological threat of detection. Security Police can be alert to suspicious behavior. Photographic equipment may also be used as an alternative aid in identifying vehicles and their occupants. Multiframe still or motion picture cameras, such as those installed in banks, are ideal for this type of application.

**Exercises (214):**

1. Who determines the degree of control needed over people entering and exiting an installation?

2. When should SPs be on entry control points to installations?

3. What actions should you take if an unauthorized installation entry occurs?

4. What is a base entry point check?

5. How are vehicles to be inspected at base entry point checks selected and by whom?

6. Why may pedestrians be excluded from base entry point checks?

7. If an alarm originates in a munitions storage facility, why should the base be closed or the affected area sealed off?

8. Under what conditions is the stopping of outbound traffic warranted during an alarm activation?

**215. Specify installation patrol procedures.**

**Installation Patrol.** You will use vehicles to perform most installation patrol duties. While patrolling, one of your responsibilities is to stop traffic violators. Since this will be one of your most common duties, you must know the proper vehicle use and traffic stop procedures.

***Vehicle use.*** When assigned to a patrol, you may use different types of vehicles. The type is of little significance; how you use the vehicle *is* important. Regulate your vehicle speed so as not to interfere with the normal flow of traffic and don't violate traffic laws.

Normally, unmarked vehicles are not authorized for Security Police use. Vehicles used in traffic patrolling are clearly marked and normally equipped with emergency lights, sirens, and two-way radios. The presence of Security Police in clearly marked vehicles, whether moving or parked, is highly effective in improving driver compliance with base traffic regulations. The conduct of traffic often improves considerably when marked vehicles are in full view of potential violators. Most drivers are more cautious when traffic enforcement is close at hand.

Bases are normally divided into patrol areas and a patrol is assigned to each area. However, because of lack of vehicles or personnel, or other circumstances, one patrol may be responsible for two or more areas. Unless otherwise directed, you should remain in your assigned area. This eliminates duplication of effort by patrols and lets you quickly respond to emergencies or incidents in your area.

While patrolling, you must vary your timing and route so that you don't set a predictable pattern. Also, by varying the timing and routes, you are more apt to detect moving traffic violations.

***Moving traffic violations.*** Some of the most common violations are speeding, following too closely, failing to yield right-of-way, improper turning, disregarding stop signs or signals, and improper passing. You must be able to handle these and other violations correctly. To do this, you must know the procedures for stopping and approaching violators.

***Stopping violators.*** You must detect violations that occur anywhere within your vision. You may notice violations committed by the drivers of vehicles you are following or by drivers of vehicles that are approaching you from the front, rear, or side. You must be capable of stopping these violators without endangering the safety of other road users.

When you observe a traffic violation, turn on your emergency lights to warn other traffic of an impending stop. If the violator is traveling in the opposite direction from you, turn your vehicle safely around and pursue the violator's vehicle. When being followed by a driver who is violating a traffic regulation, inform other traffic of an impending stop. Pull off the road, and after the violator's vehicle has passed, pursue and stop the vehicle. If the violator stops or turns before passing your vehicle, turn around, pursue, and stop the offender.

Sometimes, it is safer just to identify the violator's vehicle and contact the desk sergeant, gate guard, or other patrols to have the vehicle stopped.

Next, select the place for the violator's vehicle to pull to the side. For the safety of all concerned, select a place where there is a wide shoulder or where other traffic is not obstructed by the position of the Security Police vehicle and offender's vehicle.

Signal the driver to move off the road and stop. Position your vehicle approximately one-half to one car length behind the violator's vehicle and approximately 2 feet to the left of the violator's vehicle with the emergency lights and flashers on. This position offers you the best protection and vision of the violator's vehicle.

Next, contact the LED with the following information: your location; make, model, color and year of the violator's vehicle; license plate number and state; violation; and the number of occupants. Ask for a backup patrol, if needed.

*Approaching violators.* When you stop an individual for committing a traffic violation, approach the vehicle from the rear, making a quick observation of the occupants in the stopped vehicle. You must remain alert and suspicious of the occupants at all times. If there are two patrol members, the second member dismounts near the patrol vehicle in such a position that he or she can observe, assist, and provide protection for his or her partner.

When you deal with the traffic violator, be professional, courteous, and tactful. Always use good military bearing and never lean on or against the violator's vehicle. Identify yourself; inform the traffic violator of the reason for being stopped; and ask for a driver's license, identification card, and other documents as required by local policy. When the individual produces identification credentials, be careful to accept only the credentials and refuse to take the violator's billfold if it is offered. The reason is that the violator might later accuse you of taking money or other valuables from the billfold.

By this time, you should have decided what action to take. Base policies regarding degrees of tolerance for traffic violations and your personal conviction are the two primary considerations when deciding what action to take. The action you take may be giving a verbal warning, issuing a traffic ticket, completing an incident report, apprehending the individual, or a combination of these.

*Apprehending violators.* Ordinarily, you do not apprehend for violations of traffic laws. However, if you find that an offense has been committed, you may have to apprehend. Some situations that may be the cause for apprehension are:

*a.* When some other crime is revealed or suspected, or when the driver (or an occupant) is wanted for some other offense.

*b.* When the driver cannot produce identification credentials or other required documents (i.e., ID card, driver's license, etc.).

*c.* When there is interference with your duties.

*d.* When the driver committed a serious offense, such as reckless driving, drunken driving, or was involved in a hit-and-run accident.

**Exercises (215):**

1. What equipment do patrol vehicles usually have?

2. Why should you vary your timing and route while patrolling?

3. How should you position your vehicle in respect to the violator's vehicle during a traffic stop?

4. What information should you give the desk sergeant when you stop a traffic violator?

5. Where should a second patrol member be positioned during a traffic stop?

6. What are the two primary considerations when deciding what action to take against a traffic violator?

**216. Identify restraint techniques and devices and specify when and how to use them.**

**Restraint Techniques.** At times, you may have to use force to apprehend a suspect. You have to make an on-the-scene discrimination and decide how much force to use. Restraint techniques are designed to allow you to physically apprehend a suspect who refuses to be placed into custody. For you to use these techniques effectively and safely, do them with speed and surprise. Begin all restraint techniques from a neutral position. Face the suspect and stand directly in front about an arms length away. Flex your knees slightly and place your feet shoulder width apart. Keep both hands above your waist and forward of your body in a comfortable position. This stance doesn't look aggressive and you can move or strike in any direction with little motion and effective speed.

***Come-alongs.*** Use these techniques to help you move a resister from where you apprehend to where you intend to search. Normally, you will search using the kneeling or ground search after performing come-alongs. Come-alongs aren't designed to control a person for a long period of time.

*Joint pressure.* Use these come-alongs on persons who are responsive to pain. There are three joint-pressure come-alongs: rear arm lock, police arm bar, and shoulder arm bar. You can use the rear arm lock on persons of any size. The police arm bar technique is best to use on a suspect who is shorter than you. The shoulder arm bar, which is a variation of the police arm bar, is best to use when apprehending an adversary who is taller than you.

*Nerve pressure.* There are two nerve pressure come-alongs. These are the lip pressure and ear pressure. Use these come-alongs only on passive resistors. Both techniques are effective for removing people who are sitting, kneeling, or lying on the ground. You can also remove passive resisters from a vehicle using either technique. Use the lip pressure come-along if you approach the person from the side and use the ear pressure if you approach from the rear. A passive person can become violent when you use one of these nerve-pressure techniques. In this case, should a suspect try to attack you, use the rear neck drag for control.

*Two-man carry.* This technique is used to move persons who are not responsive to pain. Use this carry if the suspect is in a drunken stupor, a violent rage, or drugged and will not respond to other restraint techniques. Two security police members can overpower the suspect using this technique.

***Unarmed defense techniques.*** When a suspect attacks you, your goal is to overcome and apprehend the attacker using a minimum amount of force. The most common attacks that can be used against you are divided into two groups—contact attacks and motion attacks. When defending yourself against attacks use caution on the amount of pressure and force you exert.

*Contact attacks.* These are the most common attacks against SPs, but they are the easiest to overcome. These attacks include pushing or grabbing you from the rear, choking you from the front or rear, and placing you in a headlock.

There are various techniques you can use to overcome these attacks. These techniques include breakaways; face smashes; striking the throat with the edge of your hand; groin grabs, smashes and kicks; and takedowns. You can combine several of these defense techniques to free yourself of your attacker. Once free, use one of the other restraint techniques to control the suspect.

*Motion attacks.* Motion attacks are more difficult to overcome than contact attacks. The most common motion attacks are unarmed attacks and attacks with striking, stabbing, and cutting objects.

The best defense for motion attacks is to avoid the blow by moving out of the line of attack. Never try to block an attacker's blow. Applying force to force not only leaves you open to injury from the first blow, but vulnerable to another attack from another point. After you have moved out of the line of attack, counter attack by using the groin kick, face smash, mace or revolver, as the situation dictates.

**Restraint Devices.** Every time you apprehend, you must assume that the suspect may be dangerous or become violent. You must rely on your judgment, training, and experience when deciding whether or not to apply handcuffs. Apply handcuffs to a suspect any time you have reason to believe restraint is needed. Always handcuff suspects that you will transport alone.

Handcuffs are temporary restraint devices. A suspect may still use other parts of the body to attack you. Also, handcuffs can be opened by a suspect without a key.

Keep your handcuffs in a pouch with the locks on opposing sides and the linking chain up. This makes it easy to remove your handcuffs and apply them properly. Wear the pouch out of open view so that a suspect doesn't grab your cuffs and use them as a weapon. If you have flexcuffs, lace them behind your belt where they will not be visible. Do this in such a way that you can get them out quickly with a straight pull.

Position the suspect against and facing a wall or vertical object before applying handcuffs. Next, place the suspect in a kneeling position. If the suspect is drunk or drugged, place the person in the prone position. The purpose of these positions is to put the suspect at a disadvantage. Apply the handcuffs with the suspect's arms behind his or her back, palms out. Then double-lock the cuffs.

If you think additional control is needed, use a belt to secure the suspect's hands to his or her body. Place the belt under the linking chain and buckle it in the front.

You are responsible for the safety of a suspect in your custody. Never handcuff a suspect to a fixed object, such as a sign post, chain-link fence, aircraft seat, or vehicle door. The suspect could become trapped in case of an accident. When you are transporting, buckle the suspect in with a seatbelt for safety.

**Exercises (216):**

1. Identify the following techniques:
   a. Come-alongs.
   b. Unarmed defense.
2. What are the two nerve-pressure techniques?
3. Which attacks are the most common and easiest to overcome?
4. What are the two types of temporary restraint devices?
5. When would you use a come-along technique?
6. Which technique should you use on persons who are not responsive to pain?
7. On which persons should you use nerve-pressure come-alongs?
8. When should you use the two-man carry?
9. What is the best defense for a motion attack?
10. How can you counter a motion attack?
11. How should you position handcuffs in your pouch?
12. What should you do if you need more control for a handcuffed suspect?

**217. Specify response procedures for crime and incident scenes.**

**Response to Crime and Incident Scenes.** Successful crime and incident scene processing depends on your ability to gather information and items which may later

prove to be evidence. When responding to a crime or incident scene, you must follow specific procedures to control and secure the area.

***Dispatch.*** When first dispatched, get the following information, if available, from the desk sergeant:

*a.* Nature of the crime or incident.
*b.* Number of individuals involved.
*c.* If weapons are involved.
*d.* Location of the scene.
*e.* Name of the complainant or individuals involved (if known).
*f.* If other patrols or emergency units (i.e., fire department, ambulance, etc.) are responding.

Once you have this information, proceed to the scene quickly and safely. While en route, watch for any suspicious persons or vehicles leaving the area. When you arrive, contact the desk sergeant and let him or her know that you are at the scene. Advise the desk sergeant of the status at the scene and request medical help or backup patrols, as needed.

***Initial actions.*** After contacting the desk sergeant, record the date, time, and weather conditions at the scene. Take steps to protect evidence that may be destroyed by adverse weather. Make sure the scene is fully protected by rerouting traffic if necessary, and keeping curious onlookers away. Get help from other SPs or responsible persons to protect the scene, if needed. Allow only those persons needed for control or investigation in the immediate areas of the crime or incident scene.

After the scene is safeguarded, identify injured persons before medical personnel remove them. Examine the path through which these persons will be removed to prevent destruction of evidence. The scene should be disturbed only to the extent of letting medics examine, treat, or remove injured people.

Next, apprehend any offenders still at the scene. Then identify and record the names of witnesses and victims. Separate everyone and remove them from the immediate scene as soon as possible. After this, conduct preliminary questioning of witnesses, victims, and suspects to determine the extent and nature of the incident or crime.

***Searching.*** Before beginning to search, quickly observe the overall area at the scene. Look for obvious items of evidence and probable entry or exit points that may have been used by offenders. Note the size and shape of the area and decide which search pattern to use.

Always search thoroughly and systematically. Examine each item and determine which ones have value as evidence. If you are unsure whether an item has evidential value, treat it as evidence. Pay particular attention to fragile items that may be destroyed, contaminated, or altered and collect them immediately. Note peculiar odors, stains, and pools of liquid at the scene. Always treat items such as fibers, hairs, and other particles not normally found at that location as evidence. Be sure to complete AF Form 52, Evidence Tag, for all items of evidence.

If other people will help search, describe to them the items to look for if known. Tell them not to touch or move any item believed to be evidence. Instead, have them contact you or the person who is collecting and marking evidence.

***Notes.*** Since notes are used to recall names, places, events, and other detailed facts, always write down anything pertinent to the investigation. Take notes when an action is taken, information is received, or an event is observed. Make sure your notes are accurate and complete since you will use them later to write the incident report. Always record the complete identity of persons, information about photographs taken, and all movements of people and evidence at the scene.

Begin taking notes as soon as you receive the complaint or are dispatched. Indicate the time, date, name of complainant exact location of the incident, and a brief account of the first details you received. Write your name, the case number (if known), and the date on the top of each page of notes. Print or write notes legibly, using short phrases. Avoid using single words or shorthand since they may be meaningless later. Never erase mistakes you made when writing notes. Instead, draw a line through the mistake and initial it. Also, don't edit your notes after you have finished them.

***Photographs.*** Photographs are taken to supplement notes and sketches, clarify written reports, and identify people and evidence. If photographs are taken, follow these basic rules:

*a.* Photograph all evidence before anything is moved or touched.
*b.* Photograph each object from different angles. Be careful to avoid angles that would produce a distorted image, or that do not represent a true picture of the scene.
*c.* Use an object to mark the location of small items to be photographed.
*d.* Identify each photograph taken at the scene in your notes. Include the position of the camera, description of scene photographed, distance of the camera from the object of interest, type of film, height of camera, lens opening, length of exposure, lighting, time of day, and date.

***Sketches.*** Sketches graphically portray a crime scene and are a part of your notes. They not only show objects at the scene, but also distances between items. Crime scene sketches must always depict at least the following:

*a.* Location of approaches, such as exits, entrances, windows, skylights, and roadways.
*b.* The size of the area or building.
*c.* Location and position of evidence at the scene.
*d.* Camera locations.
*e.* Indication of compass direction of north.
*f.* A scale designation or key, if and when a scaled drawing is made.
*g.* A legend to explain the sketch.
*h.* Incident number (if available), offense, name of victim, and location of the scene.
*i.* Date and hour the sketch was made.

*j.* Name of the person making and verifying the sketch.

There are two types of sketches normally made of the scene—a rough sketch and a finished sketch.

*Rough sketch.* Complete the rough sketch at the scene and don't change it after leaving. Normally, you don't draw this sketch to scale. However, you must include measurements taken at the scene, camera positions, and location of objects.

*Finished sketch.* You usually complete the finished sketch after leaving the scene. Draw the finished sketch to scale from the rough sketch. Someone else may draw this sketch for you, but you must verify that it is accurate.

**Exercises (217):**

1. What should you watch for when en route to a crime or incident scene?

2. What information should you record on initial arrival at the scene?

3. Who should be allowed into the immediate area of the scene?

4. What should you do before medics remove injured persons?

5. What should you do before beginning to search the scene?

6. How should you handle fragile items of evidence and why?

7. Why are photographs taken at crime and incident scenes?

8. Why do you draw sketches of crime scenes?

9. What are the two types of sketches?

10. When are the following sketches normally completed?
    a. Routh.

    b. Finished.

**218. Specify procedures to use when responding to crisis situations.**

**Response to Crisis Situations.** Responding to crisis situations is a difficult, demanding, and sometimes dangerous job. Many police members are injured when responding to these incidents. The most common of these are domestic disturbances.

You have a critical role in restoring order and protecting not only yourself, but the victims and disputants at the scene. Guidelines and procedures have been developed to help you respond to these situations safely.

***Initial response actions.*** When dispatched to a disturbance or crisis, keep in mind that each situation is different and you must treat it individually. Try to get as much information as you can about the incident from the desk sergeant while responding. Drive to the scene as quickly and safely as possible and have a general plan before you arrive. Decide in advance who from the responding SPs will be in charge, who will approach first, and who will serve as backup.

If possible, first drive past the address you were dispatched to. Don't park directly in front of that house; instead, park a house away. If the residents at the scene of the incident see you, your presence can make the situation worse or warn them to conceal evidence of a crime. For the same reasons, turn off flashing lights and sirens before you arrive. Also, avoid loud noises, such as slamming car doors and blaring radios.

***Approach.*** Always be cautious when approaching the immediate scene of a disturbance. Stop and listen first—then look around. Check windows, doors, and adjoining buildings for unusual movement and objects. Consider approaching the side or back door instead of the front door. At night, don't shine your flashlight into windows or silhouette other responding SPs.

When you reach the door, never stand directly in front of it; stand to one side. If two SPs approach, one stands behind and to the side of the other where he or she can see the inside of the residence and cover the partner.

Before knocking, listen at the door for 15–30 seconds. This will give you a chance to see whether the situation is violent. Also, check if screened doors are locked as these can create an unexpected barrier if you must take action immediately. Don't knock so loudly that you appear aggressive. If a doorbell is available, use it. Avoid entering quarters after being told to "come in" from inside' have the resident come to the door and open it for you.

If you don't get a response at the door and the house appears quiet, check wit the desk sergeant to make sure you are at the right address. If you are, check the sides and back of the house for indications of residents being inside. Don't forget to check with the neighbors as they can often give you useful information about the situation.

***Contact with residents.*** Your attitude will often determine the attitude and cooperation of those involved in the dispute. Keep in mind that these people may be hostile, angry, frightened, abusive, or uncooperative when they first see you at their door. They may view you as intruders and resent your presence. Since first impressions set the tone for the interview, be calm, positive, and helpful. Don't make sarcastic or critical remarks; be aware of your body positions. Casually leaning your arm on your weapon, for example, appears aggressive. Hostility, indifference, or aggression on your part may provoke further violence, while a sensitive and tactful approach may restore order and clam the situation.

Introduce and identify yourselves and tell the residents why you are there. Carefully consider your opening remarks and questions so that you don't further aggravate the situation.

If you haven't been invited into the house, ask to move the interview inside. This removes the situation from the neighbors' view and gives you the chance to look around inside.

Once in the house, you and your partner should try to keep each other in view at all times. Should either of you be attacked, you can assist each other in subduing the disputant. Immediately look for any injured persons who need treatment; the number and location of the residents; visible weapons or threatening moves; and living conditions. Call for medical aid, if needed.

Separate disputants, if needed, and ask everyone to sit down. Never leave disputants unattended where they may have access to weapons. If disputants must remain in the same room, try to keep them from facing each other to avoid further confrontations. Next, get information about the family structure and background. These actions will not only give you important data but will also allow for a "cooling off" period.

When asking questions, don't act aggressive or overbearing. It is also important that you don't appear disinterested in what the disputants are telling you. They may take this as a sign that you don't care about their situation and hesitate to answer your questions. Your questions should include:

*a.* Names and whereabouts of the sponsor, all dependents, and residents.

*b.* Sponsor's rank, social security number, and unit.

*c.* Relationship of residents (nephew, uncle, mother, boyfriend, spouse).

*d.* How long they've been at that address and base.

*e.* Ages and relationship of children.

*f.* Whether police have responded before.

*g.* Whether the family has been to the family advocacy office.

While asking questions, observe the behavior of residents and the condition of the home. Doing this can give you clues to the cause of the dispute. Look for signs of fear, hate, depression, and embarrassment in the faces, eyes, and body positions of the residents. Be alert to sudden movements or glances at closed doors, closets, or bureaus. This could mean that the person is hiding an injured family member or a weapon. Check the condition of the home. If it appears unsafe or unhealthy, have photos taken.

Interview each person present. Have each define of explain the problem that caused the dispute. Don't give your opinions or make value judgments because this can give the impression that you are takin sides. Listen well. If you are being told obvious lies, make it clear that you don't believe them and move on with the interview. Evaluate what you have seen and been told, then decide what action to take.

***Actions.*** After order has been restored, there are several actions you can take. You can refer the problem to the appropriate person or agency, suggest temporary separation of the disputants, or apprehend if a crime was committed.

*Referral.* If the desk sergeant hasn't already done so, refer the situation to the appropriate persons or agencies. The unit commander must always be notified of disputes involving people under his or her command. You must also notify the family advocacy officer of all incidents or complaints involving child and spouse abuse. In addition, the OSI must be notified of all cases of child abuse, because they are required to investigate all such incidents. Other people and agencies (chaplain, installation commander, hospital, etc.) are contacted as needed, depending on the situation.

*Temporary separation.* You can recommend that family members be temporarily separated if it seems that the situation could get worse. A commander can order a military member to stay in a dormitory. If a child's safety is threatened, you may have the child placed in the hospital's custody. Your role is to help the commander and hospital staff as requested.

*Apprehension.* If you have probable cause that a crime was committed, can't restore order, or believe that more violence will occur, you may have to apprehend. Remember that you can apprehend or detain only if the Uniform Code of Military Justice (UCMJ) or a law was violated. In all instances, a DD Form 1569, Incident/ Complaint Report, must be completed detailing the situation, Security Police actions, and followup actions.

**Exercises (218):**

1. What should you decide before arriving at a domestic disturbance?

2. Why should you listen at the door before knocking?

3. What should you do if a resident calls to you to "come in"?

4. Why is it important to be sensitive and tactful at a disturbance?

5. When checking the condition of the home, what should you look for?

6. Why shouldn't you give your opinion or make value judgments at disturbances?

7. Who should always be notified in cases involving child and spouse abuse?

## 2-3. Evidence and Interviews

The success or failure of a prosecution often depends on the way you conduct your initial investigation. Because of this, it is important that you know how to safeguard and control evidence. It is equally important that you properly interview complainants, victims, suspects, and witnesses.

In this section you will study about types of evidence, rules of evidence, and how to safeguard evidence by properly collecting, marking, recording, and storing. You will also learn about the types of interviewees and how to interview them.

### 219. Specify the types of evidence and rules relating to evidence.

**Types of Evidence.** Evidence is anything that may be admitted in court to prove or disprove facts. There are several different types of evidence(direct, circumstantial, real, documentary, and testimonial.

***Direct.*** This evidence tends directly to prove or disprove a fact in issue. An example is the statement, "I saw Airman Adams hit Sergeant Jones in the nose."

***Circumstantial.*** This is evidence that indirectly tends to involve a person in an offense. For instance, Dr. Elizabeth Smith states that although she did not witness any offense,she has treated Airman Henry James for bruises of the hand and a cracked knuckle.

***Real.*** Real evidence is any physical object. This could be clothing, jewelry, weapons, etc. For instance, suppose you apprehend an airman who has been identified as the person who stole a wristwatch from the base gym. While searching this individual you find a watch engraved with the name of the person who reported the offense. This watch is "real" evidence.

***Documentary.*** This is any evidence which takes written form. Included in this type are official records, confessions, written statements, etc. For example, consider a bill of sale or sales receipt introduced as evidence to prove that an item alleged to have been stolen was in fact the property of the person making the complaint.

***Testimonial.*** This is an oral statement by a witness, given under oath in court. Suppose that, as a Security Police member, you testify under oath, "I saw the car driven by MSgt Melvin Cole weaving back and forth across the road." This is testimonial evidence.

You must note, also, that all real, documentary, and testimonial evidence can be classified further as either direct or circumstantial evidence.

**Rules of Evidence.** For evidence to be admissible in court, it must be handled according to rules established by law. Laws on rules of evidence are subject to change as court decisions are made. Because of this, you should contact your local Staff Judge Advocate (SJA) for specific evidence handling procedures.

***Admissibility rules.*** Evidence must be relevant, competent, and material for it to be admissible in court.

***Relevancy.*** Evidence is said to be relevant if it tends to prove or disprove a fact that is an issue in the case. For example, say that Airman Joe Clifford is accused of stealing a wristwatch from the room of Airman Ann Thomas, in barracks 473 between the hours of 2100 and 2115, 11 January. Sgt Bill Stevens testifies that he saw Airman Clifford enter Airman Thomas' room at approximately 2105 hours, 11 January. Given this information, Sgt Stevens' statement is relevant because it tends to prove, or establish, one of the essential elements of guilt—the fact that Airman Clifford was at the scene of the offense at a time when the offense could have been committed. However, it does not necessarily prove that Clifford did steal the watch. In this same situation, an example of "irrelevant" evidence would be testimony from some other witness that Airman Clifford had been trying to borrow money from other barracks residents on the morning of 11 January and that on 12 January Clifford had $15 in cash. This testimony does not prove or disprove that Clifford was actually involved with the alleged offense. He could have obtained $15 from numerous sources other than stealing and selling Airman Thomas' watch.

*Competency.* Competency deals with the reliability or worthiness of evidence. This is why your professional thoroughness in handling evidence is so important. If your documenting and handling of evidence is not controlled to prevent the evidence from begin tampered with, you may find it inadmissible in spite of the fact that it is relevant to the case. In addition, there are a number of other reasons why an item of evidence may be ruled incompetent. For instance, a person may be ruled incompetent to testify if that individual has a mental or physical handicap which would cast a doubt on the reliability of the testimony provided. Also, the testimony of young children may be judged incompe-

tent, simply because of their age. Your prime concern, however, is still the proper documentation, safeguarding, and handling of the evidence you collect. This is needed to ensure that there can be no question as to its authenticity.

*Materiality.* Admissibility of evidence is also governed by the test of "materiality." Materiality, or "weight," of evidence is determined by the court. SPs normally don't decide and can't predict how important evidence will be to the case. Materiality of evidence requires that evidence be *relevant* to the case and that it have a legitimate and effective influence on the case. Some evidence may have slight relevance but be so remote that it has little significance (materiality) in proving a point. Evidence is material only when it significantly affects the matters at issue in a case.

***Best evidence rule.*** This rule simply states that when dealing with written documents the original is preferred over a copy. However, a properly authenticated copy (carbon or reproduction) may be submitted in the absence of the original, with the court's permission.

***Jencks Act.*** The Jencks Act is a Federal law dealing with evidence. It requires you to save all field notes, rough drafts, and statements made by you, other SPs, any witnesses or victims, or the suspect. Any statement made or adopted by a witness must be produced if the defense makes a motion under the Jencks Act. A "statement" can include tape recordings and video tapes as well as written statements. If these cannot be saved, the witness may not testify. Destruction of the statement in good faith is *not* a defense for the prosecution. When investigating, always check, to see whether someone has already taken statements. For example, the first sergeant already may have taken statements. Secure these and any rough drafts and notes. Always check for any Government logs or reports not filled out as part of the investigation. For example, a fire guard in basic training was the target of an attempted rape. Her remarks in the fire guard notebook as to the incident were statements within the Jencks Act. They were not saved; therefore, she could not testify.

***Hearsay rule.*** The hearsay rule provides that no statement can be received in court unless the person making the statement can be subjected to cross-examination by the defense. This means, in most cases, a person cannot testify that the facts of a crime have been told to that person by another, unless the other person is available to the court for questioning. There are some exceptions to the hearsay rule. Contact the local SJA for guidance on these exceptions.

**Exercises (219):**

1. Identify the following types of evidence:
   a. Direct.

   b. Circumstantial.

   c. Real.

   d. Documentary.

   e. Testimonial.

2. What are the three admissibility rules of evidence?

3. What is the best evidence rule?

4. According to the Jencks Act, what must you do?

5. What is the hearsay rule?

**220. Specify procedures for safeguarding evidence.**

**Safeguarding Evidence.** It is very important that you properly safeguard all items of evidence. If evidence is not handled correctly, it may not be admissible in court. It's possible to lose a court case and allow a criminal to go free because evidence was not safeguarded properly. You must follow specific procedures when collecting, marking, recording, and storing evidence.

***Collecting Evidence.*** Collecting evidence at a scene is usually accomplished after the search has been completed, a rough sketch finished, and the photographs taken. It may be advisable under certain conditions to collect fragile items of evidence that would be destroyed by the elements or become contaminated despite protective measures. Also, those items that would impede further search should be collected when they are located and depicted on the sketch as necessary. The essential factor is that evidence be carefully and properly collected.

When collecting evidence, you must handle it as little as possible. Rubber gloves may be used. If, during the collections of evidence, you touch a piece of evidence in a manner that leaves fingerprints on the article, indicate this fact in your notes and report. Also inform laboratory personnel making an examination of the evidence.

It may be necessary to damage, partially destroy, or otherwise decrease the effectiveness of an article to collect important evidence; e.g., to cut upholstery on a piece of furniture to obtain an area stained with blood, to cut out a section of wall to collect fingerprints that

cannot be collected by other means, or to remove a door or window from a building to have it processed at a laboratory or held as evidence. Such action is based on the merits of an individual case. You also should ensure that necessary measures are taken to protect the contents of a building or room from which a door or window is removed until the building can be secured. Note any alterations to the evidence or the scene.

When you collect evidence at the scene for laboratory analysis, the amounts needed depend on the type of evidence and the tests to be conducted. For proper laboratory evaluation of stains, submit control samples in addition to the collected stains. For example, collect a stain on soil or porous surfaces by dipping or gouging beneath the stain. Also, collect and identify unstained portions as control samples. Preserve the integrity of control samples as carefully as that of evidence.

***Marking evidence.*** It is important that evidence is marked as soon as possible after collection, so it can be identified at a later date. The markings include your initials, date of discovery, and the time marked on each item of evidence. These marks should be placed on the item of evidence in a place least likely to affect the appearance or the monetary, or evidential value. If you collect a piece of evidence, such as a bullet, knife, or other such items on which your initials cannot be written, the item should be placed in a suitable clean container, sealed, and the identifying marks made on the container. You should always make notes, to include a description of the item, in your notebook at the time the evidence is collected. When you collect several items that look alike, number each item and state where you found the item (by number) in your notes and on the sketches. The evidence also should be tagged.

***Recording evidence.*** Tag physical evidence that you obtain with AF Form 52, Evidence Tag, before you submit it to the evidence custodian. Do this at the scene of a crime when you collect the evidence, at the place of receipt, or as soon as possible. The tag aids in identification, processing, and storage of evidence as it is passed from person to person until it reaches its disposition. This is called "chain of custody." The person who first gets the property starts the chain of custody. From that point until final disposition of the evidence, each person in the chain of custody must be identified on the reverse side of the AF Form 52. Before you sign the AF Form 52, preferably in ink, check the evidence to be sure the description matches the evidence. A break in the chain of custody may make the evidence inadmissible in court. Therefore, the number of people who handle the evidence should be kept to a minimum.

***Storing evidence.*** Turn over evidence to the evidence custodian (usually the Security Police Investigations Section) as soon as possible or lock it in an evidence locker until it can be signed over to the evidence custodian. Any evidence, regardless of size, must be secured. Only minimum access should be allowed into a storage areas. Marijuana or hashish evidence (actual drug evidence, not residue or paraphernalia) must be stored according to Drug Enforcement Agency (DEA) guidelines. DEA standards require that small quantities of marijuana or hashish be stored in Class 5 security cabinets. When the cabinet weighs less than 750 pounds, it must be bolted or cemented to the floor or wall. When, in the judgment of the Chief of Security Police, the street value of drug evidence reaches a level making it a lucrative target for theft, drug evidence is then given the equivalent protection for the amount of money, as outlined in AFR 125-37. Marijuana or hashish evidence must not be stored with drug training aids. The Chief of Security Police designates (in writing) drug evidence repositories and primary/alternate custodians.

**Exercises (220):**

1. What processing procedure must be followed before evidence can be submitted to the evidence custodian?

2. Explain the principle of "chain of custody."

3. When is evidence collected at an incident scene?

4. State the procedure to follow before you sign the AF Form 52.

5. What requirements are established for storing small quantities of marijuana evidence not considered residue or paraphernalia?

**221. Identify the types of interviewees and specify the procedures for conducting an interview.**

**Types of Interviewees.** There are three categories of people you will interview—complainants or victims, witnesses, and suspects. Success in getting good information depends on how you question people in each of these categories.

***Complainants or victims.*** When questioning complainants or victims, be polite, considerate, tactful, and understanding. Keep in mind that these people may be partial because of their personal connection to the incident. If you are interviewing victims, pay attention to their emotional state. A victim who is upset may not give you reliable information and it may be better to postpone the interview.

***Witnesses.*** When interviewing witnesses, be polite and tactful. Ask specific questions about what they actually saw, heard, smelled, etc. Oftentimes, witnesses

confuse what actually happened with what they perceived happened. If you ask specific questions you should be able to distinguish facts from imagination.

***Suspects.*** Suspects are normally interviewed by asking them direct questions. You should interview them in a place most advantageous to you. If suspects were involved in a violent crime, consider their physical and emotional state before questioning. Keep in mind that suspects may give inaccurate or false information because of their involvement in a crime.

**The Interview.** An interview is the questioning of a person to learn facts about an incident or offense. When questioning, keep all persons involved in an incident separated from each other. This will keep them from discussing the incident and possibly changing their story.

An interview can be broken down into four different areas: preparation, planning, conducting, and closing.

***Preparation.*** Many times, you will conduct interviews at the scene of an incident. Because of this, you may not be able to prepare fully in advance. There is often only time for a quick mental review of your knowledge of the case. However, if you have time, you should thoroughly prepare yourself before the interview. Your preparation should include becoming familiar with the background of the case. Be familiar with all of the crime to include who, what, when, where, and how.

Also, become familiar with the background of the person to be interviewed. For example, find out the person's age, rank, and duty position. Gather as much information as you can about the interviewee's educational level, character, reputation, associates, habits, and past record. You can also get background information by researching reports and blotters and by speaking to supervisors and commanders of the person you will interview.

Preparing yourself in this way lets you plan the most effective approach to the interview and prepare a set of general questions.

***Planning.*** Once you have briefed yourself on the background of the case and the interviewee, plan the time and place of the interview, and get any assistance you may need.

***Time.*** Schedule the interview for the convenience of both you and the person being interviewed, but take care to allow enough time for a thorough interview. It is always best to interview persons as soon as possible after an incident occurred because there is less chance that the interviewee will forget the facts. Always try to obtain information while it is still fresh in the person's mind and before anyone else has an opportunity to influence the person's thinking.

A person suspected of a crime should be interviewed as quickly as feasible after report of the incident. This could prevent the suspect from fabricating alibis or communicating with accomplices.

There is no time limit on the length of an interview: however, it should not last so long that the person being interviewed feels coerced or under duress. Questioning an individual for many hours without food, water, or sleep will invalidate any statements. How long an interview lasts depends on the incident you are investigating and the person you are questioning. Interviews of suspects will probably last longer than interviews of witnesses.

*Place.* Make every effort to conduct the interview in a place where the psychological advantage is in your favor. You must decide, on the basis of the facts in each case, where you think your chances are best for encouraging the person to talk. At times, it is best to interview persons among familiar surroundings, such as their quarters or duty sections. At other times, it is best to hold an interview at Security Police Operations.

A criminal who is surprised and apprehended in the act of committing a crime may sometimes be questioned on the spot. If it is properly handled, this interview may produce a confession that can establish the guilt of the criminal. Normally, however, interview suspects at Security Police Operations where you can control the physical environment and make reasonably certain you are not interrupted.

It is best to interview suspects and uncooperative witnesses in an established interview room. The interview room should be plainly but comfortably furnished without any pictures or similar items that could distract the attention of the person being interviewed. Tables, desks, or other furniture should be located so that they do not impair observation or create a physical or psychological barrier to communication between you and the person being interviewed.

*Required assistance.* If the interviewee is a juvenile, you must contact his or her parents or guardians and request their presence at the interview. If the interviewee is a juvenile suspect, you must advise at least one parent or guardian of the right to have a lawyer. If the parent or guardian cannot or will not come to the interview, at least one additional Security Police person must be present.

If you will be interviewing a person of the opposite sex, try to have a witness (preferably an SP) of the same sex as the interviewee present. If this is not possible, always have another SP present to witness the interview.

Interviews of civilians are normally limited to voluntary witnesses. If a civilian suspect must be interviewed, contact the staff judge advocate beforehand.

***Conducting the interview.*** When conducting an interview, introduce yourself courteously and make certain the person is aware of your correct identity and authority. Identify yourself to the interviewee by stating your name, rank, and the fact that you are a Security Police person. Then identify the person you will interview by requesting a military ID card. If the interviewee is a civilian, get a driver's license or other appropriate ID. The proper introduction gives you time to evaluate the person and the approach you have selected. This also places the person in a better frame of mind to answer questions.

When the introduction is completed, make a general opening statement about the case without disclosing

any of the specific facts that have been developed. Such a statement is a good way to begin the discussion, and it gives you additional time to size up the person.

If the person is suspected of committing a crime, tell the suspect the nature of the accusation and state that an investigation is being conducted. When making your opening statement, be careful that you don't prematurely disclose any specific details of the crime. Now, read the suspect his or her rights, including the right to have legal counsel present during the questioning. You must satisfy yourself that each interviewee suspected of a crime fully understands these rights and has waived the right to remain silent. The advisement of rights is required only when there is reason to believe that the person is involved in the offense in question, or that the person may be involved in another offense—the investigation, or prosecution of which may be jeopardized if rights advisement is not given.

*Methods of approach.* In conducting the interview, you may use either a direct or indirect approach. Your decision to use one of these approaches is based largely on the interviewee's attitude and emotional condition. When you are reasonably certain that the person you will question is guilty, use the direct approach. You can also use this approach on persons who hesitate to give you information. To use the direct approach properly, you have to ask the interviewee direct questions. Very often, direct questions produce inconsistent answers. When this is pointed out, it may encourage the person to admit his or her part in an incident or offense or to supply the correct information. Thus, the direct questioning approach is best used when the person shows a fear, dislike, or distrust of police; fears retaliation by criminals; wants to protect friends or relatives; or is a crime suspect.

The indirect approach generally is characterized by an informal, conversational discussion that allows the interviewee to discuss facts rather than answer probing questions. If you are not sure if the person is guilty or innocent, use the indirect approach. Likewise, use this approach if the interviewee is cooperative and speaks freely about the case. When using the indirect approach, ask a general question and then become the "listener." You must be prepared to ask occasional questions to develop the information you need and to keep the interview from straying too far from the subject. If the person is trying to mislead you with unrelated or irrelevant facts, you then shift to the direct approach and become the "questioner." In every case, you must evaluate and confirm the information you receive by checking it against known facts, available evidence, and statements from other people. There are a number of variations to the direct and indirect approach. For example, you can use an emotional approach by stressing the moral aspects of the crime. This often can be successful with a young person or first-time offender.

More hardened persons and suspects may not react to any of these methods. You may find it useful to return to the crime scene with them or to play one person against another by allowing each to think that the other may be cooperating with you.

Regardless of where and how you conduct the interview, keep in mind that you control it.

*Recording.* Always record facts you obtained during an interview. You can do this in several ways.

You should always take written notes of an interview. Most people have no objection to your note-taking while they are speaking; but, always ask beforehand. If the interviewee seems disturbed, annoyed, or reluctant to talk because of your note-taking, don't write during the interview. Wait until the interview is over and then write a complete summary of what was said. You should also make comments about the person's attitude and emotional state during the interview, as this can give you insight into the facts you discussed.

One more very important recording device is the written statement. Whenever possible, get all statements made by interviewees in writing. It is difficult for people to deny having made a statement or later change their story, if they put it in writing. Written statements can also be used by you to help recall information later. It is easy to forget detailed information when a long period of time has elapsed. All statements should be written at the end of the oral interview. Use AF Forms 1168, Statement of Suspect; 1169, Statement of Witness; and 1170, Continuation Sheet for AF Form 1168 and 1169; as appropriate. Further, always swear suspects, witnesses, victims, and complainants to any statement they have written.

If you plan to use any type of recording device during the interview, consult the local staff judge advocate (SJA) for legal guidance.

***Closing.*** The closing should be just as carefully planned and carried out as any other part of the interview. When closing, you may be able to get additional valuable information. Reluctant interviewees may drop their guard once you've closed your notebook or put it away. Because of this, they may mention some pertinent facts that they've withheld successfully until now.

Before the interviewee leaves, briefly summarize the information you obtained. This can disclose any mistakes or inconsistencies both in the interviewee's account of the incident and in your understanding of the information.

Show your appreciation to cooperative individuals. Never promise that information an interviewee gave you will be treated confidentially. You may have to testify at a court-martial and divulge it.

When the person you interviewed has left, compare the new information you received with information you already had. Consider the emotional state and attitude of the person you interviewed and relate that to the information you have. Many times this evaluation will help you sort fact from fiction.

**Exercises (221):**

1. What types of people will you interview?

2. What should you consider when planning for an interview?

3. What is your primary consideration when selecting a place for an interview?

4. What should you do before interviewing a
   a. juvenile?

   b. civilian suspect?

5. What is the next thing you do after introducing yourself when conducting an interview?

6. When conducting an interview, what are the primary methods of approach and when are they best used?

7. What should you do if a person being interviewed is reluctant to talk because you are taking notes?

8. Why should you get a written statement from an interviewee?

9. What should you do before the interviewee departs?

## 2–4. General Functions

Every aspect of law enforcement is important. Although you may not perform some duties every day, you must have a knowledge of general functions of law enforcement specialists. These functions are important to the success of the Security Police mission.

In this section we will discuss these functions, to include Security Police forms, testifying procedures, desk duties, and Air Force Law Enforcement Terminal System (AFLETS).

### 222. Specify forms and their uses.

**Security Police Forms.** Among the various forms you complete each day are forms and reports required by your base or command that do not apply Air Force-wide. Your supervisor will teach you how to complete local forms. We will cover only the standard Air Force and Department of Defense forms. Refer to figures 2-1 through 2-20 as you are reading about these forms.

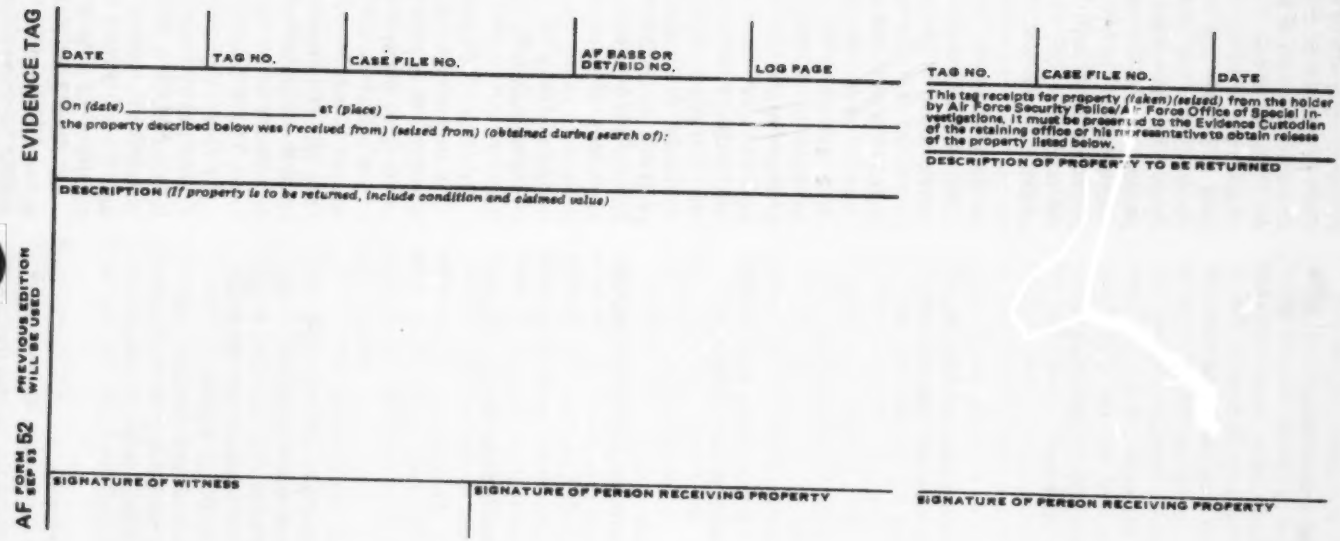
***AF Form 52, Evidence Tag.*** You use AF Form 52 to record evidential or acquired property transactions. Proper completion of the AF Form 52 ensures proper chain of custody of evidence for legal proceedings and an accurate record of acquired property. Complete the AF Form 52 in one copy. To record receipt of an item of evidence, affix the larger portion of the form to the item to include any future entries to ensure chain of custody. Give the smaller, tear-off portion of the AF Form 52 to the person relinquishing possession of the property, unless the property is contraband. After final disposition of the property, the AF Form 52 will be placed in the Security Police administration file with the original report. One AF Form 52 may be accomplished on each item, or several items may be recorded on one form. Examples: One marijuana cigarette found on the back seat of an automobile would require one form, while four marijuana cigarettes found in the glove compartment of the same automobile could be placed in a single evidence bag and one form could be completed. The decision to use one form per item or to record several items per form is a decision based on the circumstances of the acquisition. To provide a record or receipt for the property, the property custodian uses a simple bound logbook. Evidence or property will be logged in when received by the property custodian and will be signed out by the individual receiving the property. This procedure will allow a receipt for the property custodian. When used to record recovered and found property, the form will be processed as outlined above. However, it will include a statement about how, when, and where the property was acquired. When property is returned to the owner or otherwise disposed of, the person receiving the property signs the AF Form 52, which is retained in the Security Police administration file.

***AF Form 53, Security Police Desk Blotter.*** AF Form 53 is used to maintain a chronological record of events that occur during the flight's tour of duty. This form is prepared by the desk sergeant or the desk clerk. Entries in the blotter should be kept brief; but include information to identify persons concerned; to fix the time, facts, and circumstances of incidents; and to provide a complete summary of events for that tour of duty. The procedures for completing the front and rear of the AF Form 53 are determined locally.

***AF Form 75, Visitor/Vehicle Pass.*** Use the AF Form 75 to control visitors and vehicles entering an Air Force installation on a temporary basis. This form is completed in two copies. Give the first copy to the visitor and file the second copy. The procedures on how to complete the form are determined at your base.

***AF Form 1168, Statement of Suspect.*** This form has a two-fold purpose. The first purpose is to obtain a suspect's acknowledgement of rights in writing. The second purpose is to take a written statement from a suspect.

Part I of the AF Form 1168 is titled "Acknowledgement of Rights." Use Part I to record the suspect's name



EVIDENCE TAG

| DATE | TAG NO. | CASE FILE NO. | AF BASE OR DET/BID NO. | LOG PAGE |
|---|---|---|---|---|
| | | | | |

On *(date)* _____ at *(place)* _____
the property described below was *(received from)* *(seized from)* *(obtained during search of)*:

DESCRIPTION *(If property is to be returned, include condition and claimed value)*

SIGNATURE OF WITNESS

SIGNATURE OF PERSON RECEIVING PROPERTY

| TAG NO. | CASE FILE NO. | DATE |
|---|---|---|
| | | |

This tag receipts for property *(taken)(seized)* from the holder by Air Force Security Police/Air Force Office of Special Investigations. It must be presented to the Evidence Custodian of the retaining office or his representative to obtain release of the property listed below.

DESCRIPTION OF PROPERTY TO BE RETURNED

SIGNATURE OF PERSON RECEIVING PROPERTY

AF FORM 52 SEP 83 PREVIOUS EDITION WILL BE USED

Figure 2-1.

**RETURN OF PROPERTY RECEIPT**

DATE PROPERTY ON REVERSE RELEASED

NAME OF PERSON TO WHOM RELEASED

ADDRESS

SIGNATURE OF PERSON TO WHOM RELEASED

PLACE WHERE PROPERTY WAS RELEASED

SIGNATURE OF RELEASING AGENT

REMARKS

**CHAIN OF CUSTODY RECEIPT**

| RELEASED BY (Printed name, signature, & date) | PURPOSE | CONDITION | RECEIVED BY (Printed name, signature, & date) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Figure 2-2. AF Form 52 (back).

**FOR OFFICIAL USE ONLY** *(When filled in)*

| SECURITY POLICE DESK BLOTTER | FROM | | TO | | PAGE NO. |
|---|---|---|---|---|---|
| | TIME | DATE | TIME | DATE | |
| INSTRUCTIONS: Person making entry will type his initials in parenthesis at the end of the entry. Double space between entries. | ORGANIZATION AND BASE | | | | |

| ENTRY NO | TIME | INCIDENT OR MESSAGE AND ACTION TAKEN |
|---|---|---|
| | | |

| THE LAST ITEM FOR THIS TOUR OF DUTY IS | ENTRY NO | PAGE NO |
|---|---|---|
| | | |

| PREPARED BY | TYPED NAME AND GRADE OF FLIGHT CHIEF | SIGNATURE |
|---|---|---|
| | | |

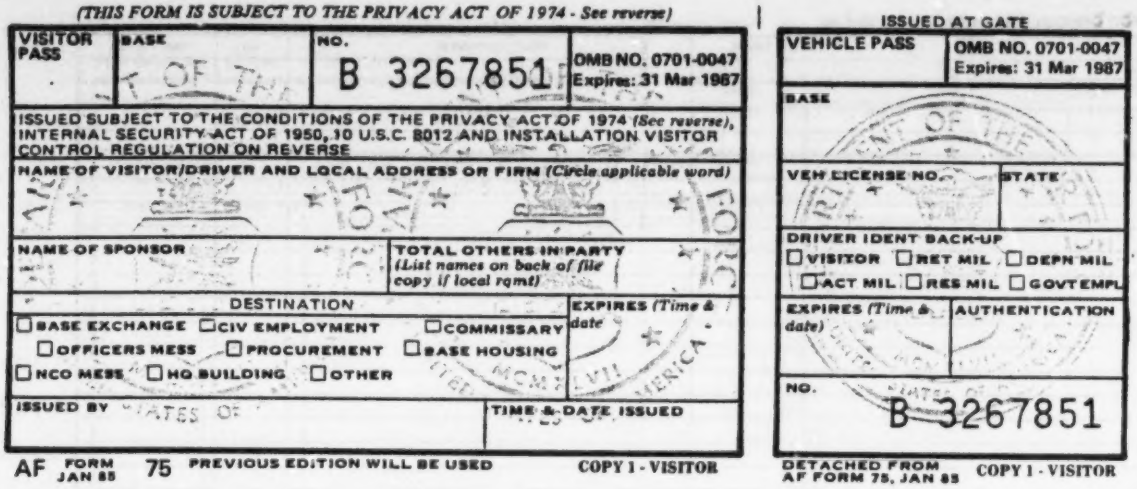
**AF** FORM OCT 79 **53** PREVIOUS EDITION WILL BE USED

**FOR OFFICIAL USE ONLY** *(When filled in)*

Figure 2-3.

FOR OFFICIAL USE ONLY *(When filled in)*

| NAME | GRADE | POST ASSIGNMENT | SO | TIME POSTED |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |



(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - See reverse)

VISITOR PASS | BASE | NO. B 3267851 | OMB NO. 0701-0047 Expires: 31 Mar 1987

ISSUED SUBJECT TO THE CONDITIONS OF THE PRIVACY ACT OF 1974 (See reverse), INTERNAL SECURITY ACT OF 1950, 10 U.S.C. 8012 AND INSTALLATION VISITOR CONTROL REGULATION ON REVERSE

NAME OF VISITOR/DRIVER AND LOCAL ADDRESS OR FIRM (Circle applicable word)

NAME OF SPONSOR | TOTAL OTHERS IN PARTY (List names on back of file copy if local rqmt)

DESTINATION

☐ BASE EXCHANGE ☐ CIV EMPLOYMENT ☐ COMMISSARY ☐ OFFICERS MESS ☐ PROCUREMENT ☐ BASE HOUSING ☐ NCO MESS ☐ HQ BUILDING ☐ OTHER

EXPIRES (Time & date)

ISSUED BY | TIME & DATE ISSUED

AF FORM 75 JAN 85 PREVIOUS EDITION WILL BE USED — COPY 1 - VISITOR

ISSUED AT GATE

VEHICLE PASS | OMB NO. 0701-0047 Expires: 31 Mar 1987

BASE

VEH LICENSE NO. | STATE

DRIVER IDENT BACK-UP

☐ VISITOR ☐ RET MIL ☐ DEPN MIL ☐ ACT MIL ☐ RES MIL ☐ GOVT EMPL

EXPIRES (Time & date) | AUTHENTICATION

NO. B 3267851

DETACHED FROM AF FORM 75, JAN 85 — COPY 1 - VISITOR

Figure 2-5.

and other information as stated in local procedures. Local policy may also require you to enter the suspect's rank, social security number, unit, and duty phone. In Part I, you also record your name, rank, position, and other pertinent information required by local policy. Additionally, you must also enter the offense in which the person is suspected of being involved. Following this is a written version of the advisement of rights. Have the suspect read and acknowledge each line. This acknowledgement normally is made by having the suspect initial each line. After initialing, the suspect signs Part I and indicates the time, date, and location. The person giving the rights advisement and a witness then sign Part I.

Part II of the AF Form 1168 is titled "Statement." If the suspect wants to make a written statement, use this section.

How you finalize the statement depends on local procedures. Normally, the unused portions of the form are marked out and initialed by the person making the statement.

***AF Form 1169, Statement of Witness.*** Use this form to get a written statement from a witness. Indicate the date and place where the statement is taken in the top two blocks of the form. Next, record the witness' name and other pertinent information as required by local policy. On the following line, enter your name, rank, and position and other information as needed. Have the witness write the statement after acknowledging it is being given freely and voluntarily.

How you finalize the statement depends on local policy. Like the AF Form 1168, unused portions of this statement form are marked out and initialed by the person making the statement.

***AF Form 1170, Continuation Sheet for AF Form 1168 and 1169.*** If needed, a suspect or witness uses this form to continue a written statement. The lower part has blocks for recording signatures of the person making the statement, witnesses, and the person administering the oath. Also include the date, place, and time the oath was given.

When a suspect or witness makes a written statement, always use the AF Form 1170 to record signatures and oath information. This is true even if the person does not need to use the form for additional writing space. For long statements, you use more AF Forms 1170. As with the AF Forms 1168 and 1169, follow local guidelines when finalizing the AF Form 1170.

***AF Form 1176, Authority to Search and Seize.*** Use this form to document an authorization to search for and seize items of evidence. The commander having jurisdiction over area, property, or person to be searched signs this form after giving you the authority. The commander may give you verbal authority to search only after you have given the probable cause briefing and the situation warrants an immediate search. The commander must sign the AF Form 1176 as soon as possible after oral authorization.

***AF Form 1364, Consent for Search and Seizure.*** Use this form when an individual freely and voluntarily consents to a personal search. The purpose is to obtain the consent in writing. Ensure that the person giving consent reads and fully understands everything on the AF Form 1364 before signing. Also make sure that witnesses to the consent sign the appropriate blocks on the form. Do not use any other form of written consent when this form is available.

***AF Form 1668, Field Interview.*** This form is used to record all information gathered during a field interview. The AF Form 1168 creates a permanent record of an individual's activities. For example, at 0200 you are checking the base Credit Union. You find an individual standing in the shadows by the building. This would be an excellent opportunity to complete an AF Form 1668. You can identify and question the individual, then record the information on the Field Interview card. Even though at the time it doesn't seem the individual committed an offense, it may turn out that the Credit Union

**VISITOR ADVISORY**

**WELCOME-CONDITIONS OF VISIT**

- Observe traffic laws.
- Display Vehicle Pass on inside left corner of windshield at all times while on base *(Motorcycles - stick on windshield).*
- Person issued pass is responsible for others in party and will keep pass readily available to show proof of authorized visit by all.
- Limit your movements to authorized traffic ways. Examples of signed closed areas are "RESTRICTED AREA" or "CONTROLLED AREA."

After visit, please deposit this pass *(and vehicle pass)* in drive-up box at gate.

*PRIVACY ACT STATEMENT*

*AUTHORITY: 10 U.S.C. 8012 and 44 U.S.C. 3101.*
*PRINCIPAL PURPOSES: To identify bearer as a visitor on an Air Force installation and the vehicle which may be operated during that visit, and to prescribe conditions.*
*ROUTINE USES: Authorizes bearer (and others included) and vehicle described, entry to and circulation within this installation during the valid period and for reasons specified.*
*DISCLOSURE IS VOLUNTARY: Failure to provide verified correct data for this form will result in the individual being denied entry to the installtion. Falsified data will result in barment from future entry.*

USE THIS SPACE TO LIST OTHER NAMES

AF FORM 75, JAN 88 (REVERSE)

**WARNING**

**CONSENT TO SEARCH**

*By accepting this pass you give your consent to search of this vehicle while it is entering, on, or leaving this Air Force Base.*

INITIALS OF BEARER

Figure 2-6. AF Form 75 (back).

had been burglarized. The Field Interview card can help you or investigators identify a suspect at a later date. The AF Form 1668 is filed for a locally specified period of time. A recorded field interview is an aid in the prevention and investigation of crimes and offenses.

***DD Form 629, Receipt for Prisoner or Detained Person.*** You use the DD Form 629 to record the release of a detained person or prisoner. You may also use this form to record transfer of a prisoner from one detention facility to another.

***DD Form 1408, Armed Forces Traffic Ticket.*** This form is most often used to cite traffic violations committed by military personnel. In some instances, depending on local policy, this form may be used to ticket base civilian employees and military dependents.

The DD Form 1408 is prepared in three copies. The original (white) is submitted through channels to the violator's commander, or if the violator is a military dependent, to the sponsor's commander. If the violator is a civilian employee, the white copy is sent to the individual's supervisor. The second copy (yellow) is also sent through channels for filing at your unit administrative or traffic section. The third copy (pink) is given to the violator or affixed to the vehicle if the vehicle is unattended.

Make sure that you complete the back of both the yellow and pink copies. Normally, you complete the back of the pink copy before completing the back of the yellow copy. This keeps you from unnecessarily detaining a stopped violator.

You must complete the back of the pink copy before you give it to the violator. This gives the violator written reporting instructions. You must do this even if you have already given the violator verbal instructions.

Next, complete the back of the yellow copy. You can use this information later to refresh your memory if the ticket is contested.

***DD Form 1569, Incident/Complaint Report.*** You use this form to record the full facts and details about an incident or complaint. The DD Form 1569 is then referred to the proper military authority, usually the subject's commander, for action. The commander returns the form to the originating SP unit indicating what action, if any, he or she took against the subject or about the incident. The responsible commander makes this indication on the back of the DD Form 1569.

The number of copies prepared by the SP unit is determined locally.

***DD Form 1805, Violation Notice.*** Air Force policy stipulates that this notice is issued to an offender (other than active duty Air Force members) who will be prosecuted for a minor offense before a US Magistrate. This notice is issued by Security Police or other persons who are authorized to issue a notice.

The DD Form 1805 is a prenumbered, accountable form issued through standard publication channels to Air Force installation law enforcement activities only. Before it is distributed, the specific address of the District Court, or Central Violation Bureau, to which the violator must address his or her communication will be stamped (or typed) in black ink on the reverse of the violator's copy (manila card stock) of the four-part form.

In completing this form, you must take great care to assure that each entry is legible and that no entry is smudged on the chemically carbonized paper copies.

The entry for the amount of the fine, the mandatory court appearance of the offender, and the date of appearance are determined according to guidance furnished by the district court clerk.

## STATEMENT OF SUSPECT

**I. ACKNOWLEDGMENT OF RIGHTS**

I, _____, state that before I was questioned, _____ identified himself/herself to me as an Air Force _____ *(Special Agent OSI, Security Police Investigator; etc.)*, and told me that I was suspected of being involved in the offense(s) of _____

_____

_____

I was told that:

(1) I have the right to remain silent, that is, say nothing at all;
(2) Any statement I make, oral or written, may be used as evidence against me in a trial or in other judicial or administrative proceedings;
(3) I have the right to consult with a lawyer;
(4) I have the right to have a lawyer present during this interview;
(5) I may obtain a civilian lawyer of my own choosing, at no expense to the government;
(6) Civilians: If I cannot affort a lawyer and want one, a lawyer will be appointed for me by civilian authorities before any questioning;
(7) Military: If I wish, a military lawyer will be appointed for me free of charge;
(8) I may request a lawyer any time during the interview;
(9) If I decide to answer questions without a lawyer present, I may stop the questioning at any time.

I have read the above language and I fully understand my rights. No promises or threats of any kind have been made to me, and no pressure or coercion has been used against me. I make the following choice(s):

_____ *(Initials)* I want a lawyer. I will not make any statement or answer any questions until I talk with a lawyer.

_____ *(Initials)* I do not want a lawyer.

_____ *(Initials)* I am now willing to answer questions and make a statement about the offense(s) under investigation without first talking with a lawyer.

_____ *(Initials)* I do not want to answer questions or make a statement.

WITNESS:

_____ *(Signature)*

_____ *(Signature of Interviewer)*

_____ *(Time, date, and location)*

**II. STATEMENT**

AF FORM 1168 PREVIOUS EDITION IS OBSOLETE ☆U.S. G.P.O. 1985-460-983/23448 PAGE 1 OF PAGES

Figure 2-7.

## STATEMENT OF WITNESS

| DATE | PLACE |
|---|---|
| | |

I, _____, hereby state that

_____ was identified to me

as _____ USAF.

*(Special Agent AFOSI, Security Police, Other–Specify)*

I do hereby voluntarily and of my own free will make the following statement without having been subjected to any coercion, unlawful influence or unlawful inducement.

AF FORM 1169 JUN 83 PREVIOUS EDITION WILL BE USED ☆ U.S. G.P.O. 1983-380-979/834

PAGE 1 OF _____ PAGES

Figure 2-8.

**CONTINUATION SHEET FOR AF FORM 1168 and 1169**

I further state that I have read this entire statement, initialed all pages and corrections, and signed this statement, and that it is correct and true as written.

**WITNESSES:**

_____
*(Signature)*

_____
*(Address)*

_____
*(Signature)*

_____
*(Address)*

_____
*(Signature)*

_____
*(Address)*

Subscribed and sworn to before me, a person authorized by law to administer oaths, this

_____ day of _____ 19 ____

at _____

_____
*(Signature of Person Administering Oath)*

_____
*(Type Name, Grade & Title of Person Administering Oath)*

**AF FORM 1170** JUL 75

U.S. GOVERNMENT PRINTING OFFICE: 1982 522-051/2204



Figure 2-9.

## AUTHORITY TO SEARCH AND SEIZE

I have been informed that _____

is investigating the offense of _____

_____ and has requested that

I authorize a search of the (person of _____ )

(premises known as _____ )

and the seizure of the following specified property: _____

_____

_____

_____

Having carefully considered the matters presented to me in support of that request, I am satisfied that there is probable cause to believe that the property specified above is being concealed on the (person) (premises) described. I am further satisfied from the matters presented that the said property (1) is evidence which will aid in the apprehension or conviction of the person(s) who committed the offense being investigated, or (2) is or has been used, designed, or intended for use, as the means of committing the criminal offense(s) being investigated, or (3) was illegally obtained as the result of the commission of the offense(s) being investigated, or (4) is contraband possessed or controlled in violation of law or regulation, or (5) is a combination of two or more of (1) through (4).

Accordingly, _____ with the assistance of such person or persons as may be necessary, is directed to search forthwith the (person) (premises) described for the property specified, and if such property be found to seize and secure the same for use as evidence in any criminal prosecution hereafter initiated. This authority to search and seize is issued by virtue of:

☐ My position as commander having jurisdiction over the (person) (premises) herein described.

☐ The delegation to me of the authority to authorize searches and seizures by the commander having jurisdiction over the (person) (premises) herein described.

No search conducted pursuant to the authority herein granted shall be initiated later than three days from the date hereof.

Dated this _____ day of _____, 19 ____, at _____

### CAUTION

RECORD SHOULD BE KEPT OF THE INFORMATION GIVEN TO THE AUTHORIZING OFFICER, ON WHICH THAT OFFICER BASES THE AUTHORIZATION, FOR POSSIBLE USE IN COURTS-MARTIAL. MAKE A SUMMARY OF ORAL INFORMATION. ENSURE THAT THIS SUMMARY AND ANY WRITTEN INFORMATION RECEIVED IS PROPERLY PRESERVED. CONSULT THE STAFF JUDGE ADVOCATE. ALSO SEE AFM 111 1, PARA 1 8.

| TYPED NAME, GRADE, AND ORGANIZATION OF AUTHORIZING OFFICIAL | SIGNATURE |
|---|---|
| | |

AF FORM 1176 FEB 83 PREVIOUS EDITION WILL BE USED

Figure 2-10.

## CONSENT FOR SEARCH AND SEIZURE

| NAME *(Print or type)* | GRADE | SSAN |
|---|---|---|
| | | |

ADDRESS *(Organization and station. Include ZIP Code)*

I, _____, state that _____

was identified to me as a _____[1]
and advised me that the nature of the offense(s) of which I am suspected (matters concerning which I may have knowledge) is/are as follows:

_____

_____

_____

I know that I have the legal right to either consent to a search, or to refuse to give my consent. I understand that, if I do consent to a search, anything found in the search can be used against me in a criminal trial or in any other disciplinary or administrative procedure. I also understand that, if I do not consent, a search cannot be made without a warrant or other authorization recognized in law.

With knowledge of the foregoing, I have decided to allow the person identified above and whomever may be designated to assist to search the following place(s)/thing(s) in the daytime or night time:[2]

_____

_____

_____

_____

Before deciding to give my consent, I carefully considered this matter. I am giving my consent voluntarily and of my own free will, without having been subjected to any coercion, unlawful influence or unlawful inducement and without any promise of reward, benefit, or immunity having been made to me. The investigators have my permission to take any letters, papers, materials, articles or other property they consider to be evidence of an offense, including contraband for use as evidence in any criminal prosecution hereafter initiated. I have read and understand this entire acknowledgment of my rights and grant of my consent for search and seizure.

Dated this _____ day of _____, at _____

SIGNATURE

| WITNESS | WITNESS |
|---|---|
| | |

[1] *Insert "Security Police Investigator, USAF," "AFOSI Special Agent," or other appropriate designation.*

[2] *Insert my person; my dwelling; my apartment and storage area; my room; my footlocker; the premises; etc. Describe in detail the property or area to be searched and its location for proper identification.*

AF FORM SEP 84 1364 PREVIOUS EDITION WILL BE USED ☆U.S. G.P.O. 1984-460-983/23219

Figure 2-11.

| NAME (Last, First, M.I.) | GRADE | SSAN/ID CARD NO. | OMB NO. 0701-0044 Expires: 31 Mar 1987 |
|---|---|---|---|

ORGANIZATION/EMPLOYER OR FIRM, DUTY TELEPHONE NUMBER, OR SPONSOR

| MARITAL STATUS | AGE | DOB | SEX | RACE | COMPLEXION | COLOR HAIR | COLOR EYES | HEIGHT | WEIGHT |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

CLOTHING (Type and condition)

VEHICLE (Make, model, year, color) | LICENSE (State and number) AND DECAL NO.

COMPANIONS

TIME, DATE AND PLACE INTERVIEWED

REASON FOR POLICE CONTACT (Continue on reverse)

DISPOSITION | REPORT ACCOMPLISHED BY

AF FORM 1668 MAY 84 PREVIOUS EDITION WILL BE USED

FIELD INTERVIEW

*(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 — See tear-off sheet)*

* U.S.G.P.O.: 1984-420-979/13395

*AUTHORITY: 10 U.S.C. 8012; 44 U.S.C. 3101; and EO 9397.*
*PRINCIPAL PURPOSE: To record information on the presence of individuals in a special location at a specific time and place. Use of the SSAN is essential to ensure positive identification of persons interviewed by security police patrol persons.*
*ROUTINE USES: Used as an investigative tool which enables individual patrol persons to record data about persons in their patrol area who have legitimate business in the area or whose presence may be questionable.*
*DISCLOSURE IS VOLUNTARY: Failure to obtain data reflected on the form could adversely affect the Crime Prevention Program on Air Force installations. It would further detract from the ability of security police to identify persons who may have witnessed or committed a crime.*

Figure 2-12.

## RECEIPT FOR PRISONER OR DETAINED PERSON

| RECEIVED FROM (Unit or Agency and Station) | TIME | DATE |
|---|---|---|
| | | |

| LAST NAME - FIRST NAME - MIDDLE INITIAL | SERVICE NUMBER AND SSAN | GRADE |
|---|---|---|
| | | |

| ORGANIZATION | STATION |
|---|---|
| | |

OFFENSE

PERSONAL PROPERTY

REMARKS

| NAME AND TITLE OF PERSON RECEIVING ABOVE INDIVIDUAL (Typed or Printed) | SERVICE NUMBER AND SSAN | GRADE |
|---|---|---|
| | | |

| RECEIVING UNIT OR AGENCY AND STATION | SIGNATURE |
|---|---|
| | |

DD FORM 1 MAR 88 629

☆ U.S. G.P.O. 1983-380-979/845

Figure 2-13.

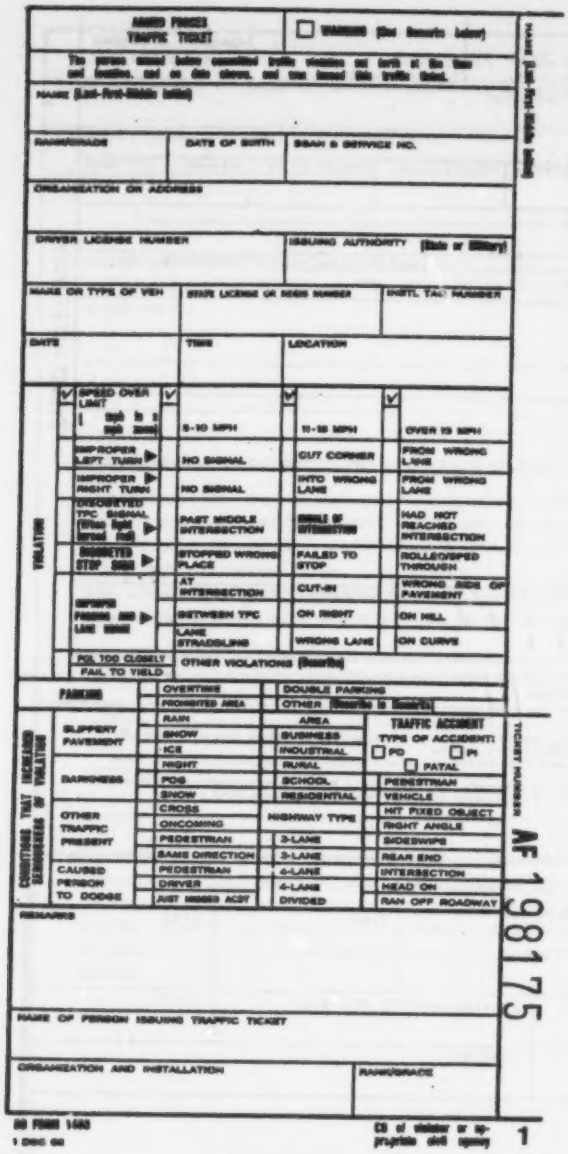



Figure 2-14.

After this notice is issued, the following disposition is mandatory.

(1) The original copy (white) and the second copy (yellow) are forwarded within 24 hours by the issuing Security Police activity to the Central Violations Bureau.

(2) The third copy (pink) is kept in the Security Police activity file.

(3) The fourth copy (manila card stock) is given to the violator (or if it is a parking violation placed on the vehicle). The violator is to insert the fine payment and mail the ticket/envelope to the Central Violations Bureau.

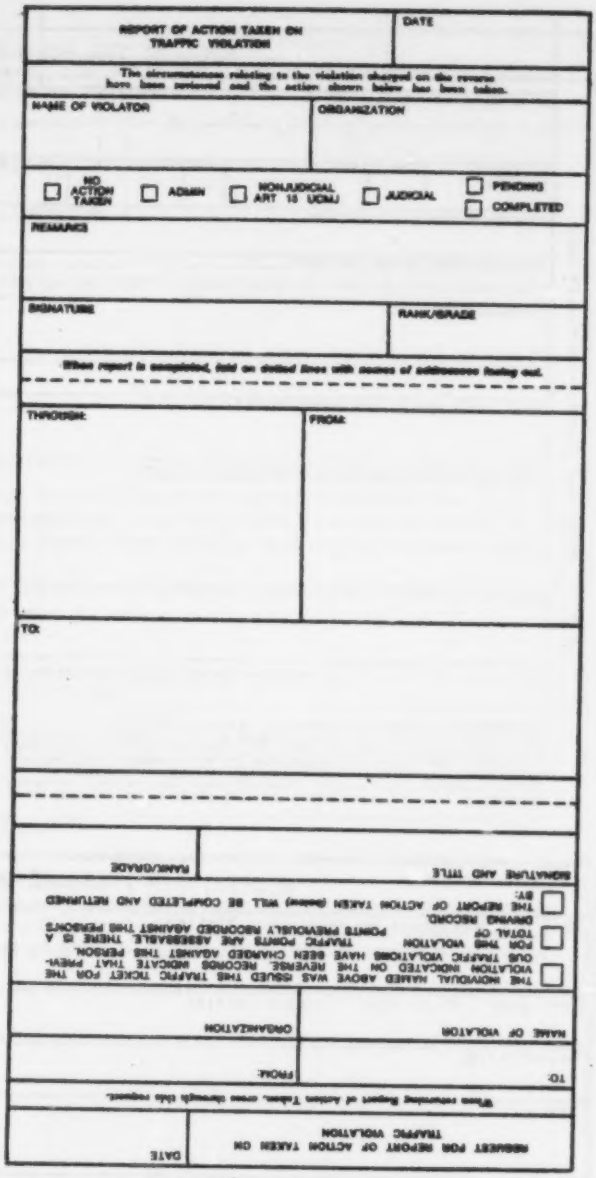
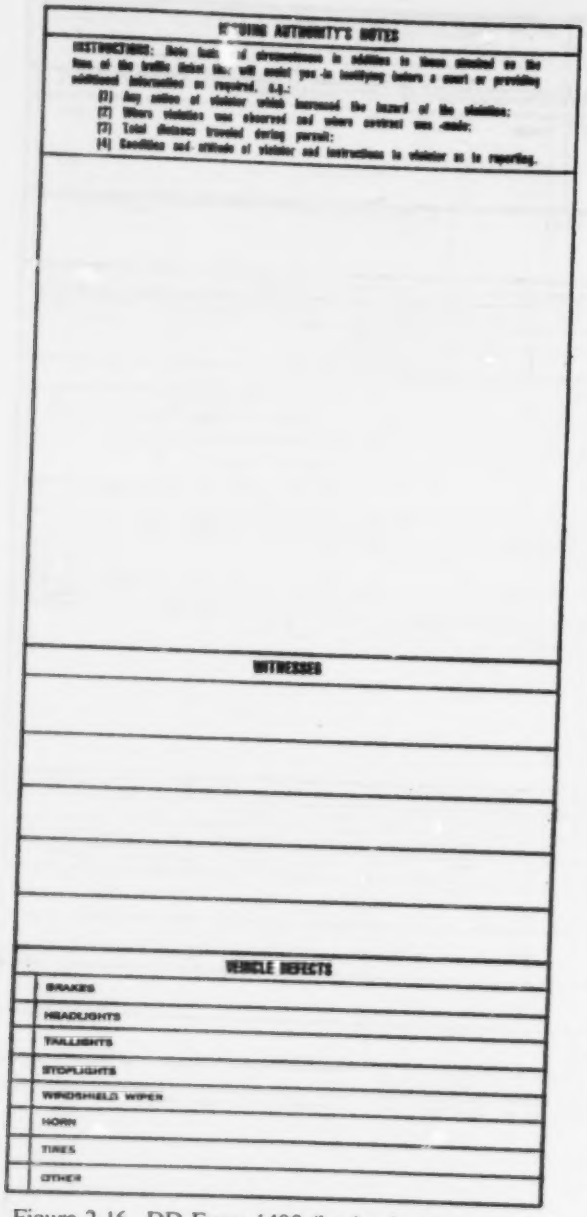

REPORT OF ACTION TAKEN ON TRAFFIC VIOLATION
DATE
The circumstances relating to the violation charged on the reverse have been reviewed and the action shown below has been taken.
NAME OF VIOLATOR
ORGANIZATION
NO ACTION TAKEN
ADMIN
NONJUDICIAL ART 15 UCMJ
JUDICIAL
PENDING
COMPLETED
REMARKS
SIGNATURE
RANK/GRADE
When report is completed, fold on dotted lines with names of addressee facing out.
THROUGH:
FROM:
TO:
SIGNATURE AND TITLE
RANK/GRADE
THE REPORT OF ACTION TAKEN (above) WILL BE COMPLETED AND RETURNED
BY:
OWING RECORD.
TOTAL OF
POINTS PREVIOUSLY RECORDED AGAINST THIS PERSON
FOR THIS VIOLATION
TRAFFIC POINTS ARE ASSESSABLE THERE IS A
DUE TRAFFIC VIOLATIONS HAVE BEEN CHARGED AGAINST THIS PERSON.
VIOLATION INDICATED ON THE REVERSE RECORDS INDICATE THAT PREVI-
THE INDIVIDUAL NAMED ABOVE WAS ISSUED THIS TRAFFIC TICKET FOR THE
NAME OF VIOLATION
ORGANIZATION
TO:
FROM:
When requesting Report of Action Taken, cross through this request.
REQUEST FOR REPORT OF ACTION TAKEN ON TRAFFIC VIOLATION
DATE

Figure 2-15. DD Form 1408 (back of white copy).

**Exercises (222):**

1. Match the form number in column B with the title of the form in column A. Use each item in column B only once.

| *Column A* | *Column B* |
|---|---|
| ___ (1) Statement of Suspect. | a. AF Form 52. |
| ___ (2) Evidence Tag. | b. AF Form 53. |
| ___ (3) Field Interview. | c. AF Form 75. |
| ___ (4) Visitor/Vehicle Pass. | d. AF Form 1168. |
| ___ (5) Continuation Sheet for AF Form 1168 and 1169. | e. AF Form 1169. |
| | f. AF Form 1170. |



ISSUING AUTHORITY'S NOTES

INSTRUCTIONS: Note [illegible] of circumstances in addition to those checked on the face of the traffic ticket that will assist you in testifying before a court or providing additional information as required, e.g.:

(1) Any action of violator which increased the hazard of the violation;
(2) Where violation was observed and where contact was made;
(3) Total distance traveled during pursuit;
(4) Conditions and attitude of violator and instructions to violator as to reporting.

WITNESSES

VEHICLE DEFECTS

- BRAKES
- HEADLIGHTS
- TAILLIGHTS
- STOPLIGHTS
- WINDSHIELD WIPER
- HORN
- TIRES
- OTHER

Figure 2-16. DD Form 1408 (back of yellow copy).

INSTRUCTIONS TO VIOLATOR

☐ Inform your commanding officer, supervisor, or sponsor of this violation. The original copy of this traffic ticket will be forwarded in accordance with established procedures.

☐ You may obtain further information concerning this traffic ticket from the installation law enforcement office.

☐ SPECIAL INSTRUCTIONS:

Figure 2-17. DD Form 1408 (back of pink copy).

—(6) Consent for Search and Seizure.
—(7) Security Police Desk Blotter.
—(8) Authority to Search and Seize.
—(9) Statement of Witness.

g. AF Form 1176.
h. AF Form 1364.
i. AF Form 1668.

2. Identify the titles of the following forms.

a. DD Form 629.

b. DD Form 1408.

c. DD Form 1569.

d. DD Form 1805.

**INCIDENT/COMPLAINT REPORT** (Continue in "REMARKS" on reverse, if necessary)

DATE | INCIDENT/COMPLAINT NO. | INVESTIGATION REPORT NO.

☐ INFORMATION ☐ COMPLAINT ☐ COMMANDING OFFICER'S REPORT OF ACTION REQUIRED (See reverse)

THRU:

TO:

FROM:

1. SUBJECT | 2. GRADE | 3. SSN | 4. ORGANIZATION (Include location and phone no.)

5. DESCRIPTION (Complete on all civilians and military personnel whose identity is in question)

| A. COLOR EYES | B. COLOR HAIR | C. COMPLEXION | D. SEX | E. DOB | F. WEIGHT | G. HEIGHT | H. IDENTIFYING MARKS (Tattoo, scar, etc.) |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

6. HOW DRESSED (Military or civilian, and condition of clothing)

7. UNDER INFLUENCE OF
☐ ALCOHOL ☐ OTHER (Explain in item 10)

8. INCIDENT/COMPLAINT (Specify type and location)

HOUR

DATE

9. RECEIVED BY (Typed or printed name, grade, and position)

☐ IN PERSON ☐ BY TELEPHONE ☐ BY MAIL

10. DETAILS OF INCIDENT (Who, what, when, where, how? Include attitude at time of apprehension and give details if uncooperative. Attach statements of medical personnel.)

11. EVALUATION ☐ UNFOUNDED ☐ MISDEMEANOR ☐ FELONY ☐ MILITARY OFFENSE ☐ TRAFFIC

12. PERSONS RELATED TO REPORT (Insert category of relationship letter opposite name)

A. COMPLAINANT B. VICTIM C. SUSPECT D. WITNESS E. MP/SP/AP F. INVESTIGATED BY G. APPREHENDED BY

| | NAME | GRADE | SSN | ORGANIZATION OR ADDRESS AND PHONE NO. |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

13. DISPOSITION OF INCIDENT/COMPLAINT

A. REFERRED TO
- ☐ PATROL
- ☐ SEE REPORT NUMBER AT TOP OF PAGE
- ☐ OTHER AGENCY (Specify)
- ☐ NONE

B. OFFENDER

C. EVIDENCE (List and describe, or summarize as appropriate)

14. INCLOSURES (Statements and receipts)

15. DISTRIBUTION

FOR THE COMMANDER (Strike out if inapplicable)

TYPED NAME, GRADE AND TITLE OF REPORTING OFFICER

SIGNATURE

DD FORM 1 JUL 72 1569

Figure 2-18.

COMMANDER'S REPORT OF DISCIPLINARY ACTION TAKEN. (To be completed by the CO of the offender when the reverse side of this form indicates that disposition information is desired. Indicate actions in Items 4 and 5, if applicable, and explain as required in Item 6. Forward through command channels within TEN days of receipt of the report. To facilitate transmission turn this side face up when returning correspondence through message center.)

DATE

THRU:

TO:

FROM:

1. OFFENDER

2. GRADE

3. SSN

| 4. ACTION | | | | 5. COURTS-MARTIAL | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| ADMINISTRATIVE | NON-JUDICIAL | JUDICIAL | | SUMMARY | | SPECIAL | | GENERAL | |
| | | PENDING (Charges forwarded) | COMPLETED | PENDING | TRIAL COMPLETED | PENDING | TRIAL COMPLETED | PENDING | TRIAL COMPLETED |
| | | | | | | | | | |

6. DETAILS

TYPED NAME AND GRADE OF COMMANDING OFFICER

SIGNATURE

REMARKS

U.S. G.P.O. 1980-310-971/4077

Figure 2-19. DD Form 1569 (back).

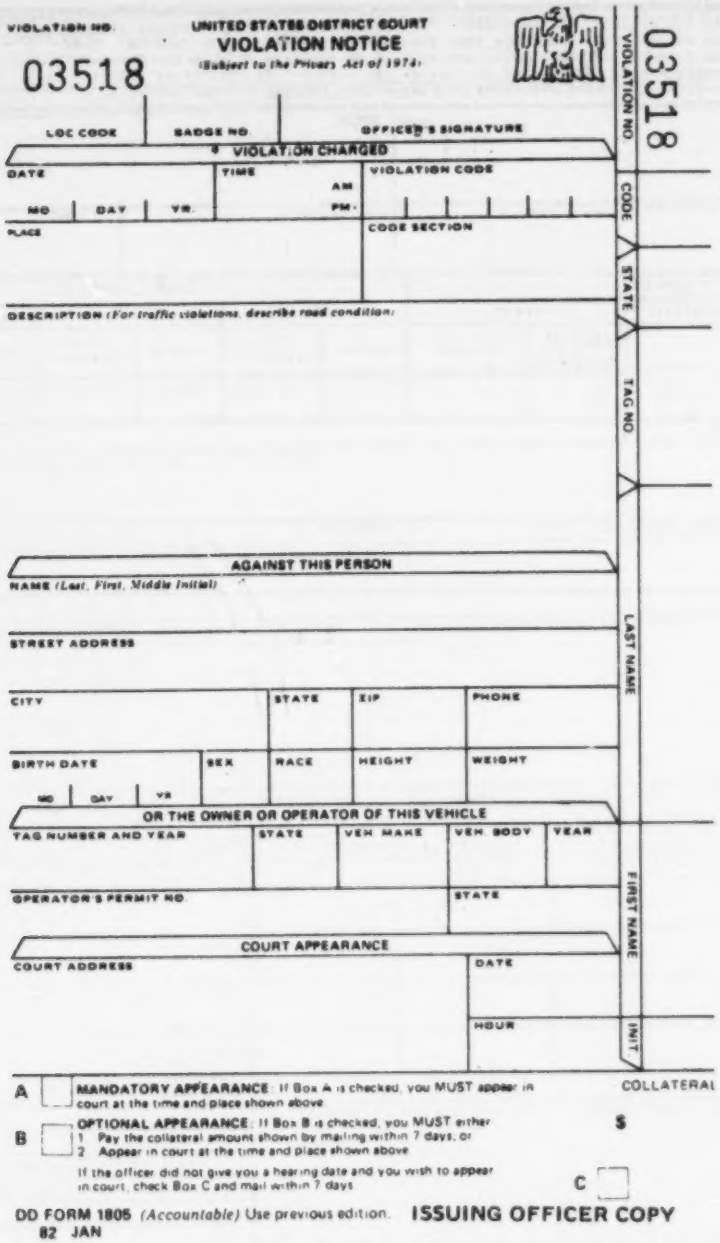

VIOLATION NO.
03518
UNITED STATES DISTRICT COURT
VIOLATION NOTICE
(Subject to the Privacy Act of 1974)
LOC CODE
BADGE NO.
OFFICER'S SIGNATURE
VIOLATION CHARGED
DATE
MO
DAY
YR.
TIME
AM
PM
VIOLATION CODE
PLACE
CODE SECTION
DESCRIPTION (For traffic violations, describe road condition)
AGAINST THIS PERSON
NAME (Last, First, Middle Initial)
STREET ADDRESS
CITY
STATE
ZIP
PHONE
BIRTH DATE
MO
DAY
YR
SEX
RACE
HEIGHT
WEIGHT
OR THE OWNER OR OPERATOR OF THIS VEHICLE
TAG NUMBER AND YEAR
STATE
VEH MAKE
VEH BODY
YEAR
OPERATOR'S PERMIT NO.
STATE
COURT APPEARANCE
COURT ADDRESS
DATE
HOUR
A
MANDATORY APPEARANCE: If Box A is checked, you MUST appear in court at the time and place shown above.
B
OPTIONAL APPEARANCE: If Box B is checked, you MUST either
1 Pay the collateral amount shown by mailing within 7 days; or
2 Appear in court at the time and place shown above.
If the officer did not give you a hearing date and you wish to appear in court, check Box C and mail within 7 days.
C
COLLATERAL
$
DD FORM 1805 (Accountable) Use previous edition.
82 JAN
ISSUING OFFICER COPY
VIOLATION NO.
03518
CODE
STATE
TAG NO.
LAST NAME
FIRST NAME
INIT.

Figure 2-20.

**223. Specify procedures for testifying in court.**

**Testifying in Court.** Your preparation for testifying in any case begins as soon as you are dispatched to the scene of an incident. From that time on, you should note all pertinent facts, conditions, and happenings related to the incident. Your notes should be clear, factual, and concise. Prior to testifying, review the entire case file. Visit the scene of the offense again, if possible, to reorient yourself to the place. You should go over your testimony before trial with the trial counsel (prosecutor). This will permit you to know generally what will be asked, how it will be asked, and how you should present testimony so that it can be admissible.

When you go to court, follow these simple rules:

*a.* Properly wear the uniform specified and make sure your grooming is well within AFR 35-10 appearance standards, Impressions count.

*b.* Never chew gum while waiting to testify or while testifying.

*c.* Never talk to the court members, not even to exchange pleasantries. Defense counsel can allege you tried to tamper with the court members. If the court members need assistance, refer them to the bailiff.

*d.* Do not smoke in court.

*e.* Do not salute in court.

*f.* Do not discuss the case with other witnesses, especially after either of you has testified.

*g.* When called as a witness, go directly to the witness box and face the trial counsel (prosecutor) while he or she gives you the oath. As soon as you say "I do," sit down. Don't wait for trial counsel to tell you to sit down.

Presenting testimony in court or board hearings requires skill, tact, poise, and self-confidence. You must describe events accurately and surely as they register on your senses, leaving the conclusions of guilt or innocence to the court. The primary rule is to tell the truth. Nothing hurts a case like being caught in a lie or a misstatement of fact. Speak in a confident, conversational tone, and testify in a businesslike manner. Present your testimony loudly and clearly enough to be heard by all of the court personnel. Direct your answers to the members of the court-martial. Be courteous, deliberate, frank, and natural in answering questions by the trial or defense counsel. Be careful that you understand each question before you attempt to answer. Ask for clarification if you do not understand a question. You also should confine your answer to the question; do not ramble or volunteer additional information. Above all, never argue with either counsel or members of the court, or permit yourself to lose your temper. You cannot testify to anything you do not know; consequently, don't hesitate to say "I do not know" or to correct a mistake. Make it clear to the members of the court that you're merely relating the truth in your testimony. You may present these facts from personal knowledge, notes, or memoranda. If defense counsel asks you why you did something and if you were trained to do it that way, say that is the procedure you were trained to use.

Testify only to matters within your testimonial knowledge; that is, speak only of what you have learned through your senses. You know that you must testify factually to just what you saw, heard, felt, smelled, tasted, did, and said. Only if asked directly, do you depart from this to give your opinion. If you must consult your notes when testifying, first request permission to do so. You should normally remove the notes from any notebook prior to the trial. If you refer to the notebook intact, even though your reference is to a single page, the *whole* contents of the notebook may be subject to review by the defense. The notes are used only to recall facts that have become hazy or have been forgotten. If you plan on referring to original notes during your testimony, place them in a pocket where you can reach them easily and quickly. A hasty, disorganized search through several pockets creates an unfavorable impression on the court as to your value as a witness.

You may unknowingly reverse the case by your remarks on uncharged misconduct and assertion of rights. Thus, remember these two rules:

(1) Do not mention uncharged misconduct. For example, suppose you are testifying in a larceny case and you call the accused a drugpusher or mention that you "previously busted him for pot." These remarks may disqualify your testimony on the grounds it is prejudicial and has no bearing on the case. As a result, they may reverse the case for the prosecution. There are some situations in which uncharged misconduct is permitted, but clear these with the trial counsel. Don't volunteer them in court.

(2) You ordinarily should not tell the voting members of the court that the accused asked for an attorney or refused to make a statement. You may tell the judge if court members are not present. You also may reply to a question about the subject's assertation of rights, provided there is no objection. The key here is not to volunteer such information unless specifically asked about it.

Always check with the staff judge advocate before you release anything about a particular proceeding that you had a part in, or knowledge of.

**Exercises (223):**

1. When does your pretrial preparation start?

2. What should you do prior to testifying in court?

3. List those actions you should avoid while testifying in court.

4. Should you ever hesitate to say "I do not know" when asked a question you know nothing about? Why?

5. When testifying in court, may you refer to your notes?

6. Why should you remove any notes from any notebook prior to the trial?

**224. Specify the duties of operating the law enforcement desk.**

**Law Enforcement Desk Duties.** The operation of the LE desk is not complex, but you need to understand

it. A breakdown in its operation affects the efficiency of the entire law enforcement function.

When assigned duties at the law enforcement desk, you are operating one of the most important posts on any base. Your actions on the desk may mean the difference between the escape or capture of a criminal, whether or not the routine operation of the flight goes smoothly, or possibly even the difference between life and death for a person who is injured or ill.

***Preparing reports and forms.*** Routine activities at the desk include preparing reports and forms. Filling out the required forms and processing them is a massive job which must be done accurately and by governing directives. Some of the forms which a desk sergeant must be familiar with are discussed later in this volume.

***Receiving complaints and reports of incidents.*** As a matter of routine, the information you receive that generates reports comes either from the base community members who observe and report incidents or from the flight members. You would normally receive reports of incidents or complaints over the telephone, radio, or in person. It may be necessary for the reporting people to come to the LE desk or for you to dispatch a patrol to contact them. These actions are necessary to get a written statement or physical evidence, or to further investigate the circumstances of the reported incident.

***Dispatching patrols.*** When you decide to send a patrol member to the scene of an incident for further investigation, you must dispatch a patrol unit. You also are required to monitor the patrol's activities and provide information and assistance as needed.

***Accepting custody.*** Often your patrol member may find it necessary, upon responding to the scene of an incident, to make an apprehension. Eventually, the person who is apprehended is placed in your custody. When this occurs, you are responsible for processing that person, either to be confined or released to the person's unit commander or designated representative.

***Accomplishing notification.*** When incidents occur, notifying concerned agencies and key personnel is of extreme importance. Many incidents require other agencies, such as the OSI or the FBI, to assume an active investigative role; therefore, they must be advised of the incident immediately. Additionally, some incidents require upchannel reporting to a higher headquarters. This is often done by your base command post or key personnel in your own unit. Perhaps the nature of the incident calls for response from medical and firefighting personnel. Notification may also be your responsibility when the situation warrants the involvement of unit, base, or wing commander; chaplain; legal assistance personnel; Red Cross; or other agencies. You should make the time of such notification a matter of record.

***Monitoring alarms.*** At most LE desks, you are required to monitor alarms that terminate in your area. These may include the BX and nonappropriated fund facilities, as well as the finance office or the base banking facility. If an alarm activates, your primary duty is to dispatch an appropriate response force and notify the gates. After duty hours, you need to contact responsible people to respond to the alarmed facility and help determine if all is in order. Finally, it may be your job to ensure that authorized entry into, and closing of, alarmed facilities is properly conducted and authenticated by established procedures and verification codes.

***Monitoring confinement.*** At most bases, you are also responsible for monitoring the activities of prisoners assigned to the confinement facility. This task is usually done after normal duty hours. Your responsibilities include ensuring that the health and welfare needs of the prisoners are provided for, ensuring that prisoners comply with the rules of the facility, and making regular checks of the prisoners and confinement area.

**Exercises (224):**

1. How are reports of incidents and complaints normally received by the desk sergeant?

2. s a desk sergeant, what are you required to do when you dispatch a patrol to the scene of an incident?

3. Who normally notifies higher headquarters of incidents that require upchannel reporting?

4. As a desk sergeant, what is your primary duty when an alarm activates?

5. When is a desk sergeant normally responsible for monitoring prisoners' activities?

**225. Specify principles of AFLETS.**

**Air Force Law Enforcement Terminal System (AFLETS).** Security Police units nationwide have been affected by the growth of technology. One of the technological developments available for our use is a dedicated computer network system known as AFLETS. This system makes possible an effective crime prevention and reaction program because we can get almost immediate information on crimes, criminals, and other police matters.

***Goal.*** The goal of the AFLETS program is to provide all USAF law enforcement agencies with prompt police information through the use of technology. It improves operations by making the handling and exchange of documented police information more efficient.

***Structure.*** Under the AFLETS program a communications terminal is located at certain AF law enforcement agencies. This terminal is joined to a computerized telecommunications network for the state where the installation is located. Each Security

Police unit selected to participate in AFLETS arranges to become a subscriber to the specific state terminal system.

The National Law Enforcement Telecommunications System (NLETS) is the computerized communication system operated by the states. This system provides the means for point-to-point interstate communication. (The name and acronym for the specific state system varies from state to state.)

The central state computer is joined to the computer operated by the Federal Bureau of Investigation's National Crime Information Center (NCIC). The NCIC computer provides local, state, and Federal law enforcement agencies with documented police information on a national basis.

***Training.*** AFLETS is a highly complex system; therefore, training is necessary for all personnel involved in its operation. The chief of security police (CSP) is responsible for establishing training requirements for local operators through coordination with state terminal authorities. The CSP is also responsible for selecting those individuals which are to be trained in the operation of AFLETS. When possible, specialized training for selected operators is received from civilian officials. Only fully trained operators should be allowed to operate the terminal system. Training received is recorded in the individual's training records.

***System security.*** Data stored in NCIC, NLETS, and AFLETS is documented police information and must be used only for official purposes. Access to the system must be limited to authorized personnel. The commander of each police agency that operates a terminal system must provide security for the system.

***Uses and restrictions.*** Subject to instructions in the NCIC operating manuals or by the state in which the base is located, the following information can be entered into and obtained from AFLETS:

(1) Articles—items such as radios, televisions, camera equipment, office equipment, etc., to which a unique serial number has been assigned and recorded on the article.

(2) License plates—lost or stolen plates from any state.

(3) Vehicles—stolen vehicles, those involved in a crime or associated with a wanted person (the license plate or vehicle identification number must be available).

(4) Persons—wanted persons, if a Federal or local jurisdiction warrant has been issued for that individual(s); missing persons.

(5) Securities—bills, bonds, bank notes, travelers checks and money orders (if identifiable).

Information about the following cannot be entered into the NCIC or NLETS through terminals located at Air Force bases.

(1) Firearms—OSI is responsible for entry of lost or stolen firearms into the NCIC.

(2) Deserters—OSI is responsible for entering names of deserters into the NCIC Wanted Person file.

(3) AWOLs—do not meet entry criteria.

NOTE: Though the above information cannot be entered into the AFLETS system, inquiries about firearms and deserters may be made from AFLETS.

An AFLETS terminal does not have access to criminal history data, other than to determine if a current warrant has been issued on a person. Computerized Criminal History (CCH) data must be obtained from OSI.

**Exercises (225):**

1. What is the goal of AFLETS?

2. Who selects individuals to be trained in the operation of AFLETS?

3. What is NLETS?

4. What information cannot be entered into NCIC or NLETS through terminals located at Air Force bases?

# Bibliography

**Department of Air Force Publications**

AFR 125–3, *Security Police Handbook.*
AFR 125–14, *Motor Vehicle Traffic Supervision.*
AFR 125–19, *Law Enforcement Patrols and Traffic Operations.*
AFR 125–21, *Security Police Investigations.*
AFR 125–22, *Air Force Law Enforcement Terminal System.*
AFR 125–37, *The Resources Protection Program.*

## Glossary of Abbreviations and Acronyms

| | |
|---|---|
| AFLETS | Air Force Law Enforcement Terminal System |
| AWOL | Absent Without Leave |
| CCH | Computerized Criminal History |
| CSC | Central Security Control |
| CSP | Chief of Security Police |
| DEA | Drug Enforcement Agency |
| LED | Law Enforcement Desk |
| MSCFO | Master Surveillance Control Facility Operator |
| MWD | Military Working Dog |
| NCIC | National Crime Information Center |
| NLETS | National Law Enforcement Terminal System |
| NOD | Night Observation Device |
| NODMR | Night Observation Device Medium Range |
| OJT | On-the-Job Training |
| OSI | Office of Special Investigation |
| SJA | Staff Judge Advocate |
| UCMJ | Uniform Code of Military Justice |

# Answers for Exercises

## CHAPTER 1

**Reference:**

200 – 1. Protection from enemy fire.
200 – 2. Protection from enemy observation.
200 – 3. a. Ravines, hollows, reverse slopes.
b. Foxholes, trenches, walls.
c. Bushes, grass, shadows.
d. Burlap, nets, camouflage made from natural materials.

201 – 1. The rush is the fastest way to move on foot. Basically, you begin from the prone position, select a location to run to, quickly get up and run to that location, and return to the prone position.
201 – 2. Crawling on hands and knees, high crawl, low crawl, and spider crawl.
201 – 3. Use low crawl when cover or concealment is scarce, visibility is good, speed is not essential, or you are receiving hostile fire. Use high crawl when cover or concealment is available, speed is required, or when poor visibility reduces observation.
201 – 4. During periods of low visibility; such as darkness, haze, fog, or chemical smoke use.
201 – 5. By removing all loose objects and tightening your gear.

202 – 1. A position where best control can be used in the event of hostile contact.
202 – 2. Traveling is used when speed is important and contact with the adversary is not likely. Traveling overwatch is used when chance of hostile contact is possible, but not expected.
202 – 3. Visibility and terrain.
202 – 4. Bounding overwatch.
202 – 5. To stop your movement, slow you down, or cause you to move into a preselected kill zone.

203 – 1. First, systematically search the terrain; then, thoroughly observe and size up suspicious locations.
203 – 2. Off-center vision and scanning.
203 – 3. Slap flares, trip flares, 81-mm mortar illumination rounds, various 40-mm illumination rounds, aircraft flares, searchlights, and perimeter lighting.
203 – 4. Dust, light, smoke, improper use of camouflage, shape of objects, irregularities of terrain, sounds of movement, sounds of muzzle flash from a weapon.

204 – 1. a. Point; fire directly into the target.
b. Deep; concentrate on the center of the target; then work your way to the closest and then the most distant portion of the target.
c. Area; traverse the area working from the center, left and right, forward and back. Overlap beaten zones slightly.
d. Linear with depth; traversing fire starting in the center and moving to the closest part of the target then work your way through the depth of the target.

205 – 1. Judgment estimate—base housing area, flight-line area, cantonment area; 100-meter unit of measure—able to see the ground between you and your target and used for long distances less than 1000 meters; flash report—any terrain.

206 – 1. a. Gunner aims the weapon, by means of sight, directly at the target.
b. Center of the cone of fire does not rise above 1 meter from the ground.
c. Gunner cannot see target and is directed by someone who can.
d. Angle of all bullets, is such that the danger space is practically confined to the point of impact.
e. Violent and heavy fire delivered by maneuver elements they close in on enemy.
f. Fire from a weapon or weapons locked onto a single point or small area target.
206 – 2. a. Fire applied across a target from left to right, or right to left, and back again.
b. Applied to an area where the exact location of targets is unknown.

207 – 1. 2,8,4,1,5,6,3,7,9.

208 – 1. 6,3,5,2,7,4,1.

209 – 1. To protect you from attack and to help you control the suspect.
209 – 2. a. Primarily for suspects not apparently dangerous or violent; when a vertical object is available.
b. Primarily used for dangerous or violent persons.
c. Primarily for persons so drunk or drugged they can't stand; also when no vertical object is available.
d. When a person is placed into confinement and when circumstances justify such actions.
209 – 3. Have her handcuffed with her hands behind her back, palms out; transported to a suitable location for a thorough search by female personnel or a physician.

210 – 1. A simple search consists of searching all areas of the vehicle without disassembling any part of the vehicle; a complete search is a much more detailed search and may often require partial or total disassembly of the vehicle.
210 – 2. Detaining and securing the vehicle until the search is completed.
210 – 3. Probable cause for the search must exist. You must obtain authority to search from the appropriate commander or consent to search from the person exercising control of the vehicle.

211 – 1. First ensure that all team members are in position behind cover.
211 – 2. By first making quick glances at specific points throughout the area, then using the overlapping visual strip method.
211 – 3. Two—covered positions adjacent to the opposite corners, so that all sides of the building can be observed.
211 – 4. Pivot under the window in a low squat, and cover the opening with your weapon.
211 – 5. Quickly; in a rolling pivot (police shoulder roll).

211 – 6. Quickly; pivoting with the weapon leveled.
211 – 7. Let the door hit against the wall to ensure that the suspect is not hidden behind the door opening.
211 – 8. On either side of the door.
211 – 9. Circular, sector or zone, or strip and grid search methods.

## CHAPTER 2

212 – 1. It is intended to ensure the fair and impartial enforcement of laws and regulations.
212 – 2. Minimum infringement on their rights and liberties.
212 – 3. Not only fair, just, and humane treatment of citizens and security of USAF property, but also security of property within the jurisdiction of the Air Force.

213 – 1. a. The basic element of the security flight.
b. The intermediate element of the Security Police flight.
c. Consists of two or more squads, plus specialists.
d. May be assigned at either squad or flight level, or both.
213 – 2. Direct supervision and leadership; scheduling of individual duties; training of fire team tactics, OJT, and proficiency requirements.
213 – 3. Direct supervision and leadership of fire team leaders, and squad specialists; scheduling of fire team and specialist duties; training of squad tactics, fire team leaders and squad specialists, including OJT and proficiency requirements.
213 – 4. Improvement of tactical skills; unit identity and pride; development of effective small unit leaders at an early stage; tactical teams are highly motivated, well led and trained, and can be employed more effectively and safely in hostile or emergency situations; leadership by example; early identification of personal and professional problems.

214 – 1. Installation commander with the advice of the Resources Protection Executive Committee.
214 – 2. When these points are open; if the base supports priority "A" or "B" resources; has serious pilferage problems, has a unique security threat, or has public safety hazards.
214 – 3. Detain the violator; order the person to leave the base; or escort the individual off the base.
214 – 4. Examination of a vehicle or person without the foundation for a search.
214 – 5. On a random basis; by the installation commander.
214 – 6. Because of their limited capability to conceal and transport property.
214 – 7. Because of the hazards to public safety and national security.
214 – 8. When the crime is serious, large sums of money are involved, there is a high probability of obtaining suspect/vehicle descriptions, and minimum time has elapsed between commission of the crime and Security Police notification.

215 – 1. Emergency lights, sirens, and two-way radios.
215 – 2. So that you don't set a pattern.
215 – 3. One-half to 1 car length behind and 2 feet to the left.
215 – 4. Your location; make, model, color and year of the violator's vehicle; license plate number and state; violation; and the number of occupants.
215 – 5. Near the patrol vehicle, so that he or she can observe, assist, and protect his or her partner.
215 – 6. Base policies on degrees of tolerance and your personal conviction.

216 – 1. a. Used to move a resister from where you apprehend to where you intend to search.
b. Used to overcome and apprehend an attacker.
216 – 2. Lip and ear pressure.
216 – 3. Contact attacks.
216 – 4. Handcuffs and flexcuffs.
216 – 5. To move a resister from where you apprehend to where you intend to search them.
216 – 6. Two-man carry.
216 – 7. Passive resisters.
216 – 8. If the suspect is in a drunken stupor, a violent rage, or drugged.
216 – 9. To move out of the line of attack.
216 – 10. Using the groin kick, face smash, mace, or revolver, as the situation dictates.
216 – 11. Locks on opposing sides with the linking chain up.
216 – 12. Use a belt to secure the suspect's hands to his or her body.

217 – 1. Suspicious persons or vehicles leaving the area.
217 – 2. Date, time, and weather conditions.
217 – 3. Only those persons needed for control or investigation.
217 – 4. Identify injured persons and examine the path through which they will be removed to prevent destruction of evidence.
217 – 5. Make a quick overall observation of the scene.
217 – 6. Collect them immediately to keep them from being destroyed, contaminated, or altered.
217 – 7. To supplement notes and sketches, clarify written reports, and identify people and evidence.
217 – 8. To graphically portray the scene, to show objects at the scene, and to show distances between objects.
217 – 9. Rough and finished.
217 – 10. a. Rough (at the scene).
b. Finished (after leaving the scene).

218 – 1. Who will be in charge, who will approach first, and who will serve as backup.
218 – 2. To see whether the situation is violent.
218 – 3. Have the resident come to the door.
218 – 4. May restore order and calm the situation.
218 – 5. Unsafe or unhealthy conditions.
218 – 6. It can give the impression that you are taking sides.
218 – 7. Family advocacy officer and OSI.

219 – 1. a. Tends directly to prove or disprove a fact in issue.
b. Indirectly tends to involve a person in an offense.
c. Physical evidence (i.e., clothing, jewelry, weapons, etc.).
d. Evidence which is in written form.
e. Oral statements, made under oath in court.
219 – 2. Relevancy, competency, and materiality.
219 – 3. When dealing with written documents, the original is preferred.
219 – 4. Save all field notes, rough drafts, and statements made by you, other SPs, any witness or victim, or the suspect.
219 – 5. A statement cannot be received in court unless the person making the statement can be cross-examined by the defense.

220 – 1. Collect and mark it, complete AF Form 52, and safeguard it.
220 – 2. Whoever first obtains the evidential property starts the chain of custody, and everyone who handles this evidence must be identified on AF Form 52 until final disposition is made.
220 – 3. After a search is completed, rough sketch is finished, and photographs are taken.
220 – 4. Check the evidence to ensure that the description on the AF Form 52 matches the evidence.
220 – 5. Store in a Class 5 security cabinet or secure IAW AFR 125–37 when the street value makes it a lucrative target for theft.

221 – 1. Complainants or victims, witnesses, and suspects.
221 – 2. Time, place, and assistance required.
221 – 3. Pick a place where you have psychological advantage to increase your chances of getting the interviewee to talk.
221 – 4. a. Contact the parents or legal guardian and request they be present during the interview.
b. Contact the Staff Judge Advocate (SJA).
221 – 5. Make a general opening statement.
221 – 6. Direct approach; used when you are reasonably certain the person is guilty or hesitates to give you information. Indirect approach; used when you are not sure whether the person is guilty or innocent or when the interviewee is cooperative and speaks freely about the case.

221 – 7. Wait until the interview is over; then, write a complete summary.
221 – 8. Written statements make it difficult for the person to deny or change the story.
221 – 9. Briefly summarize the information you received.

222 – 1. (1) d.
(2) a.
(3) i.
(4) c.
(5) f.
(6) h.
(7) b.
(8) g.
(9) e.
222 – 2. a. Receipt for Prisoner or Detained Person.
b. Armed Forces Traffic Ticket.
c. Incident/Complaint Report.
d. Violation Notice.

223 – 1. When you are dispatched to the scene of an incident.
223 – 2. Review entire case file, visit the scene of the offense, and review any testimony with trial counsel.
223 – 3. Don't chew gum, smoke, or salute; don't talk with court members or with other witnesses.
223 – 4. No. You must always tell the truth when testifying in court.
223 – 5. Yes; however, request permission to do so.
223 – 6. The entire content may be subject to review by the defense.

224 – 1. By telephone, radio, or in person.
224 – 2. Monitor the patrol's activities and provide information and assistance as needed.
224 – 3. Base command post or key personnel in your unit.
224 – 4. Dispatch an appropriate response force and notify the gates.
224 – 5. After normal duty hours.

225 – 1. To provide all USAF law enforcement agencies with prompt police information through the use of technology.
225 – 2. CSP.
225 – 3. National Law Enforcement Telecommunications System.
225 – 4. Information about firearms, deserters, and AWOLs.

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